

**GUIDELINES FOR  
ACADEMIC STAFF COLLEGES  
(2007-12)**



**UNIVERSITY GRANTS COMMISSION  
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**I. Introduction**

The National Policy on Education (NPE) 1986 in its programme of action makes a pointed reference to the crucial link between teacher motivation and the quality of education.

The NPE recognized the need for improving quality of teaching and proposed to provide opportunities for professional and career development so that teachers may fulfill their role and responsibility within the system of higher education. It was proposed to enhance their motivation skills and knowledge through systematic orientation in specific subjects, techniques and methodologies, and thereby inculcate in them the right kind of values that would in turn encourage them to take initiatives for innovative and creative work.

Keeping the above objectives in view, the following steps were proposed:

- a) To organize specially designed orientation programmes (OPs) in pedagogy, educational psychology and philosophy, and socio-economic and political concerns for all new entrants at the level of Lecturers;
- b) To organize such orientation programmes and refresher courses (RCs) for serving teachers, covering every teacher at least once in three to five years;
- c) To organize specially designed orientation programmes/refresher courses in IT for new entrants as well as for in-service teachers; and
- d) To encourage teachers to participate in seminars, symposia, workshops, etc.

In order to achieve the above, a Scheme of setting up Academic Staff Colleges (ASCs) in suitable universities in the country was initiated by the University Grants Commission (UGC/ Commission).

**II. Core Issues**

**2.1 Objectives of the Academic Staff College**

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 organization 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.

## **2.2 Philosophy**

The ASC's main philosophy is to keep in mind that the teacher is central to the system. While it is universally accepted that the teacher is the pivot of the educational system, our system does not provide adequate opportunities for their professional development. It is, therefore, necessary to develop inbuilt mechanisms to provide opportunities for teachers within the framework of knowledge society. It is also accepted that a teacher must not be confined only to transmitting information; she/he must also orient students to meet the challenges of life, to become not merely a trained professional, but also a better citizen.

It was believed in the past that a college/university teacher learnt the 'art' of teaching on the job by emulating outstanding models such as his/her own teachers or senior colleagues. The stock-in-trade of the college/university teacher has always motivated the students. Today, it is no longer adequate to expect a newly appointed teacher to acquire the 'art' of teaching by emulating his/her peers.

## **2.3 Expansion of the Education System**

From the very beginning our country had moved away from an elitist approach to higher education. We can truly claim that our system of higher education is mass based. This is a great achievement, more so, if we call that this has been achieved in a developing country.

While the expansion of the system of higher education is creditable, it has been achieved at a cost to itself. As the system moved away from the idea of higher education of the select few to higher education for all, there has been a decline in overall standards. Initially this was inevitable, but is nonetheless disturbing, especially when one considers the rapid advances being made in knowledge and the explosion of information worldwide. This trend must be reversed. This places greater responsibilities on teachers, and we owe it to them and to ourselves to make it possible for them to perform better in these changing times.

## **2.4 Educational Technology and Orientation in IT**

New methods of teaching and educational technology along with developments in Information Technology have made the job of a teacher both exact and demanding. Now, it has been decided to give a bigger thrust to e-content development. In order to create Internet savvy as well as computer literate teachers, to create e-content assemblers and creators, the University Grants Commission is launching specially designed orientation programmes/refresher courses in these subjects.

The special orientation programme in IT is to create Internet literate people from amongst new entrants as well as in-service teachers and to make them familiar with use of software tools irrespective of the subject/discipline they are teaching. Acquisition of knowledge is a two-way process between the teachers and the taught and, therefore, collectively they must advance the frontiers of knowledge.

## **2.5 Knowledge Explosion**

Furthermore, there has been knowledge explosion in every discipline. A college/university teacher has to continuously update his/her knowledge in his/her chosen field of expertise, or run the risk of becoming totally outdated in a very short period of time.

While the really motivated and industrious teachers use their own resources to keep themselves abreast of new knowledge and to train themselves in the latest processes, methodologies and techniques of teaching, it is necessary to provide systematic and organized orientation programmes for the large number of teachers at the college and university level.

## **2.6 Orientation of Newly Appointed Lecturers**

The concept of an orientation programme emphasizes teachers as agents of socio-economic change and national development and underlines the need to make them skill-oriented teachers.

The philosophy and objectives of the orientation courses are significantly different from the traditional B.Ed. and M.Ed. Programmes.

## **2.7 Flexible Orientation Programme**

The orientation programme envisaged under this Scheme must not be rigid. Under the programme, it is intended to inculcate in young Lecturers the quality of self-reliance through their awareness of the social, intellectual and moral environment. The programme should enable the teachers to discover themselves and their potential through a positive appreciation of their role in the total social, intellectual and moral universe within which they function and of which they are important members. Only

in a country where teachers are able to fulfill their responsibility with awareness and confidence, the educational system becomes relevant and dynamic.

## **2.8 Orientation Relevant To Indian Conditions**

The orientation programme must engender in the teacher awareness of the problems that Indian society faces, and that education is the solution to these problems.

It must also focus on the achievement of the goals set out in the Indian Constitution. Matters relating to subject knowledge and pedagogy, although important in them, would only be meaningful when understood in the total context of national development.

## **2.9 Active Involvement Of Decision-makers and Leaders In Higher Education**

It is equally important to recognize that no scheme for orientation of teachers can succeed if the decision-makers and administrators of higher education do not understand the importance of such scheme.

Therefore, along with the courses for newly appointed teachers, orientation programmes for heads of departments, principals, deans, officers, etc. must be organized with a view to acquainting the top-level administrators with what teachers are learning in the orientation programmes. This exposure will enable the decision-makers to actively participate in the scheme; at the same time, these administrators would be able to modify their own roles as supervisors of higher education by demanding newer role behavior from the teachers.

## **2.10 Exchange of Ideas in Academic and Educational Environment**

An Academic Staff College with adequate number of teachers and resource persons is required to create a good academic and educational environment in the university. This will also help the UGC-ASC/RCCs (Refresher Course Centers) to have a place for exchanging ideas and topics of interest in the subject area. Lectures from participating teachers may be arranged for mutual benefit. The UGC-ASC/RCC may also request the relevant university department to organise lectures by eminent resource persons for the benefit of other students and researchers. This may create a decent amount of academic interest in the university where the UGC-ASC/RCC is situated. The Director/Coordinator of the UGC-ASC/RCC should prepare a plan well in advance, including the list of names of eminent persons to be invited as resource persons, for the concerned department/school for taking suitable measures.

### **III. Guidelines for Implementation of the Scheme**

#### **3.1 Location of an Academic Staff College**

The UGC – Academic Staff College may be established in a University as an autonomous entity and designated within the University. It will have to draw upon all the possible existing resources available in the University as well as in other universities and academic institutions within the State and outside.

#### **3.2 Standing Committee**

The Commission may have a Standing Committee to advise on matters relating to establishment of new ASCs, strengthening the Academic Staff Orientation Scheme and monitoring of the Scheme from time to time. The Committee may be constituted including members from Commission, Academic Staff Colleges and other stakeholders.

#### **3.3 Functions of an ASC**

The functions of an Academic Staff College will be to plan, organise, implement, monitor and evaluate orientation courses for newly appointed college/university lecturers. An ASC will also organise refresher courses for serving teachers, and orientation programmes for senior administrators and heads of departments, principals, officers, etc. Specifically, an ASC will:

- a. formulate a programme of orientation along the broad guidelines given above;
- b. identify resource persons in various fields of specialization for running the orientation programmes and refresher courses, and familiarize such resource persons with the philosophy and guidelines for the courses;
- c. set up a documentation-centre-cum-library for reference and source materials necessary for the courses;
- d. produce specially designed material required for effective implementation of the courses;
- e. organize, monitor and evaluate the courses for teachers;
- f. create a culture of learning and self-improvement among teachers so that it becomes an integral part of the educational system at the tertiary level;
- g. organize orientation programmes for senior administrators, heads of departments, principals, deans and other decision-makers to familiarize them with the philosophy of orientation intended to facilitate reform in higher education through appropriate modification of the management systems at various levels;
- h. provide opportunities for teachers in service to exchange experience with their peers and to mutually learn from each other;
- i. provide a forum for serving teachers to keep themselves abreast of the latest advances in various subjects;
- j. provide opportunities to further widen their knowledge and to pursue research studies;

- k. provide an introduction to new methods and innovations in higher education so that the participants can in turn develop their own innovative methods of instruction;
- l. bring out publications relevant for enhancing the teaching and research capabilities of teachers; and
- m. conduct capability enhancement programmes for non academic staff so as to strengthen the teaching-learning environment.

The thrust areas and resource persons for each refresher course will be decided by the Director in consultation with the course coordinator.

### **3.4 Academic Administrators' Meeting / Workshop**

Each ASC may organize one or two meetings of principals/heads/deans/officers in a year to:

- a. familiarize them with the philosophy and importance of orientation programmes and refresher courses, and persuade them to depute teachers; and
- b. enable them to understand their new roles as supervisors; and facilitate reform in higher education through appropriate modification of management systems at various levels.

### **3.5 Structure of the ASC (Staffing norms/patterns)**

The Commission shall provide the following staff for the smooth functioning of the ASCs:

#### **(a) Academic staff:**

- i. Professor - Director (Professor's scale of pay): 1
- ii. Reader - (Reader's scale of pay): 1
- iii. Lecturer - (Lecturer's scale of pay) 1

#### **(b) Non-teaching staff:**

- i. Section Officer: 1
- ii. Senior Assistant: 1
- iii. Junior Assistant: 1
- iv. Computer Assistant : 1
- v. Librarian or Technician: 1
- vi. Steno-typist/Computer Operator:-: 1
- vii. Peon: 1
- viii. Hostel Attendant: 1 (in case of those ASCs that have independent accommodation/hostel facilities).

During the XI Plan, the liability of the academic and administrative staff of the Academic Staff Colleges functioning in State Universities will be borne by the UGC. Thereafter, the University concerned will take over the financial liabilities of the academic and administrative staff of the Academic Staff College. However, the UGC will continue to provide funds for carrying out activities of the ASCs as heretofore.

The funds for the staff of the Academic Staff Colleges functioning in the Central Universities will be treated as part of the UGC non-plan funding.

### **3.6 (a) Appointment and conditions of service of Academic Staff:**

The appointments shall be made on a regular basis instead of having persons appointed on an adhoc/temporary basis or taken on deputation. The appointment should be through proper Selection Committees and their services shall be counted for all purposes.

#### **(i) Director:**

The qualifications for the post of Director will be the same as for the post of Professor. The search-cum-selection committee for Director will be as follows:

- i. Vice-Chancellor of the host University (that is, where the ASC is located) (Chairman)
- ii. One Vice-Chancellor of another university (to be nominated by the Chairman)
- iii. Two experts to be nominated by ASC Advisory Committee
- iv. One nominee of the UGC.

The Registrar of the host University will be the non-member Secretary to the Committee.

At least three members, including the UGC nominee, shall constitute the quorum.

#### **(ii) Reader/Lecturer:**

For the posts of Reader and Lecturer, the qualifications will be the same as in the case of similar posts in the University. The selection committee and the procedure will be the same as for the ASC Director, except that the ASC Director will be an ex-officio member of the selection committee.

#### **(iii) Conditions of service:**

In order to validate pedagogical innovations and transplant experiences of the ASC, the academic staff of the ASC will participate in all academic activities of the parent/allied department including teaching, research, consultancy, etc., provided that the ASC work does not suffer. The University will make necessary

provisions to this effect. No honorarium or allowance will be paid to them for such activities.

No honorarium will be admissible to the academic staff of the ASC, that is, Professor - Director, Reader and Lecturer, for giving lectures in the orientation programmes and refresher courses.

There will be a provision for performance appraisal of the academic staff. The incumbents on these posts will retire as per University rules.

In case the incumbent appointed for the post of Director happens to be a Professor, he/she will be paid an allowance of Rs. 2,000/- per month.

The academic staff will perform various functions outlined in the Scheme. Services rendered by the academic staff in the ASCs may be counted for promotion in their parent departments.

**(b) Appointment of Administrative Staff**

The qualifications and procedure for appointment of administrative staff, and the mode of their appointment will be the same as prescribed for such posts in the University.

**3.7 Administrative Structure:**

The Academic Staff College will be a UGC-sponsored separate entity. It will be an inter-university institute catering to the needs of colleges and universities within a State and outside the State.

The Academic Staff College will have functional autonomy within these guidelines.

The UGC will monitor and review the functioning of the UGC-ASC after a period of five years or as communicated by the UGC from time to time. The UGC may, after review, discontinue any ASC for valid reasons.

**3.8 Advisory Committee:**

Each Academic Staff College will have an Advisory Committee with representatives from universities and colleges to take decisions with regard to academic, financial and administrative aspects. The Vice-Chancellor of the University at which the ASC is located will be Chairman of the Committee. The constitution of the Committee will be as follows:

- a. Vice-Chancellor of the host University
- b. One Vice-Chancellor of another university
- c. One UGC nominee
- d. Two Directors of ASCs
- e. One eminent Professor
- f. Two heads of departments of the University
- g. Two Principals of affiliated colleges (One from private colleges)
- h. Commissioner/ Director of Higher Education of the respective State / Union Territory or his/her nominee, if the ASC is located in a State University.
- i. Director, ASC.

The Director will be the Member Secretary. The Registrar and Finance Officer of the host University will be special invitees for the meetings of the Advisory Committee.

All the members (except those mentioned in 'c' above) will be nominated by the Chairman of the Advisory Committee for a term of two years.

The Advisory Committee may meet twice in a year. Six members of the Committee will constitute the quorum for the meetings.

All the matters relating to the ASC including administrative and financial matters will be placed before the Advisory Committee for its consideration and decisions thereon may be implemented.

The Advisory Committee members may be paid TA/DA and honorarium as per UGC norms.

### **3.9 Delegation of Powers:**

The Vice-Chancellor of the host University will be the Chief Executive Officer of the Academic Staff College. In addition to the powers already specified in the guidelines elsewhere, he/she will have the following powers:

- a. to appoint category 'D' & 'C' staff in the ASC;
- b. to relax the provision of these guidelines in view of special circumstances of any case, to be recorded in writing, for allowing activities in the interest of smooth functioning of the ASC. The decision will further need to be ratified by the Advisory Committee of the ASC.

The Director will be the Academic, Administrative and financial Executive Officer of the ASC, responsible for its functions and activities. He/She will have the powers to sanction expenditure upto Rs.25,000/- at a time. In addition he/she shall have the powers to make payments of TA/DA to resource persons and participants of the programmes.

An imp rest amount of Rs.10, 000/- for meeting miscellaneous expenses from time to time may also be made available to the ASC.

### **3.10 Opening of Bank Accounts:**

A separate university-approved bank account may be opened for the ASC and operated by the Director and Registrar/Finance Officer jointly and the grants paid by the Commission to the university for the ASC may be transferred to the account for ensuring timely and adequate flow of funds to ASC.

Statement of expenditure may be signed jointly by the Director of the ASC and the University Finance Officer/Registrar.

### **3.11 Registration Fee**

Every participant shall pay an admission fee (non-refundable) of Rs. 500/- at the time of admission to the course. The amount so generated will be kept at the disposal of the ASC for the augmentation of ASC's infrastructure.

### **3.12 Assets and Liabilities**

Each ASC will prepare a list of facilities, assets and liabilities that are under its direct control. It will provide a list of academic staff, non-teaching and other staff, and their minimum annual expenditure. If, for any reason, the UGC-ASC is discontinued, the UGC will decide on the assets and liabilities created by the UGC under the Scheme.

### **3.13 Short-term Courses**

Apart from Refresher Courses and Orientation Programmes for faculty, the ASC shall conduct short term courses of about 6 days duration in various fields for the professional development of senior faculty viz. Professors and Readers.

### **3.14 Full-Time Courses**

- i. The programmes organized by the ASC will be full time. Adequate arrangements will have to be made by the ASC to ensure that the residential character of the course is maintained throughout.
- ii. Participating lecturers will be deputed by the respective college/university department for the entire duration of the course.
- iii. The teachers selected for the programme are to be treated as on duty with full pay and allowances by the sponsoring university/college.

- iv. Participants may be drawn from the institutions falling within the State, and up to 25 per cent may be taken on an all-India basis to promote national integration. In case sufficient number is not available within the State the ASC may take participants from other States.
- v. The number of participants in a course should be about 20 and above. In case sufficient number of participants is not available in a particular subject/course, the UGC-ASC may consult with a nearby ASC that has been allotted the same subject by the UGC in order to exchange participants among themselves, so as to ensure optimum number of participants in a course.
- vi. All courses will be organized through UGC-ASCs.
- vii. While organising refresher courses (RCs), care should be taken to ensure that the faculty of the concerned department is fully involved.
- viii. Punctuality, regularity, participation and purposefulness should be emphasized.
- ix. Successful candidates will be issued certificates as per the format (Annexures XII and XIII). The UGC-ASC may even disallow the issue of certificate to participants on valid reasons.
- x. Some centres of excellence/institutions specializing in certain fields of study may approach the UGC for conducting 3-week UGC-sponsored RCs. The Standing Committee may examine the relevance and decide to allocate such courses on merit. However, the funding in such cases will be through the University as per the norms contained in this Scheme.
- xi. E-Content and development of learning object material technology may be used for Orientation Programmes and Refresher Courses in the ASCs and add on e-courses may be introduced. The ASCs may have their own website.

### **3.15 Interaction Programme**

Students at Ph.D./post-doctoral levels from the Centre of Advanced Studies/Department of Special Assistance (CAS/DSA) may take part in the special interaction programmes to be organized by the ASCs under the RCs scheme. The interaction programmes should be in the form of workshops/seminars only. The duration of this programme should be about three weeks.

The main focus of this programme will be interaction between Ph.D./post-doctoral scholars and teachers. The number of participants for this programme shall be 20 or more. This interaction programme may be held once a year.

The funding pattern for such programmes will be similar to that for the RCs and the expenditure so incurred may be claimed separately. The student participants shall be treated at par with the participants in refresher courses in respect of payment of TA/DA.

### **3.16 Scope of the Academic Staff College**

The Academic Staff College will cater to the needs of teachers and academic administrators of the colleges/universities as decided by the UGC from time to time.

### **3.17 Posting on Website**

Every ASC will have its own website and all the necessary information may be posted/up dated regularly.

### **3.18 Record Keeping**

In order to make an Orientation Programme/Refresher Course optimally effective, the ASCs will maintain a systematic record of all the participants, their achievement, their professional growth and change in their capabilities as teachers.

Each ASC may ensure maintenance of a course-wise systematic record of resource persons, participants, and year-wise and subject-wise list of courses conducted. Also, each ASC will maintain a proper record of the reading material produced, and keep copies of such material in their respective libraries.

## **IV. Curriculum**

### **4.1 Course Preparation for Refresher Courses**

The departments actually conducting refresher courses are responsible for evolving the course curriculum in consultation with the Director. The course should be so prepared that the content has essential percentage of the core material in the subject along with required percentage of areas of emergence and priority, essential laboratory and practical components, and computer application with relevant advancement of the subject.

### **4.2 Components of the Orientation Programmes**

In order to achieve the objectives of the Scheme, the curriculum for the Orientation Programmes may have the following four components with a minimum of 144 contact hours, that is, six hours daily for a four-week/24 working days programme:

**COMPONENT A:** Awareness of linkages between society, environment, development and education.

**COMPONENT B:** Philosophy of education, Indian education system and pedagogy.

**COMPONENT C:** Resource awareness and knowledge generation.

**COMPONENT D:** Management and personality development.

**Component A: Awareness of Linkages between Society, Environment, Development and Education**

This component should aim at helping the teacher to realize the larger context of education and the role of a teacher in society. Some illustrative topics to be covered are:

- i. Constitution of India – secularism, egalitarian society, multilingualism, multiple cultures, equality
- ii. National integration
- iii. Status of women and children
- iv. Inclusive development
- v. Environmental awareness and biodiversity
- vi. Economic issues – poverty, unemployment, rural development, economic trends and national development, etc.
- vii. Urbanization and modernization
- viii. Youth power
- ix. Role and responsibility of a teacher
- x. Value-based education
- xi. Indian tradition, culture and Indian identity
- xii. Human rights
- xiii. Sustainable development, biodiversity etc.
- xiv. Globalisation, privatization and liberalization
- xv. Public interest movements (PIL, consumer protection, judicial activism, etc.)
- xvi. Aesthetics

**Component B: Philosophy of Education, Indian Education System and Pedagogy**

This component should aim at imparting basic skills and sensitivities that a teacher needs for effective classroom teaching. Some of the illustrative topics are:

- i. Philosophy of education: Aims at value-based education; role of social and educational institutions, comparative educational systems, internationalization of education
- ii. Indian education system, policies, programmes and planning; organisational structure, university autonomy
- iii. Economics of education and human resource development: resource mobilizations
- iv. Quality assurance in higher education: Indicators of quality assurance, assessment and accreditation, quality assurance agencies viz; UGC, AICTE, NCTE, NAAC, etc.
- v. Learner and the learning process: Understanding the adolescent learner, motivation, interests, human development, memory, aptitudes, intelligence, learning styles
- vi. Methods and materials of teaching: Prescribed texts, effective classroom teaching techniques, and assignments
- vii. Technology in teaching: Concept of teaching, levels of teaching and phases of teaching; audio, video, educational films, ICT, computers, etc.
- viii. Curriculum design: Approaches, curriculum development, needs-based courses and remedial courses
- ix. Evaluation and feedback: Measurement and examination reforms, including setting question papers
- x. Alternate methods of learning: Distance and open learning, self-learning, informal learning, virtual classrooms, etc.

### **Component C: Resource Awareness and Knowledge Generation**

This component should aim at helping the teachers to be self-sufficient, and continuously abreast of new knowledge and techniques, processes, methods and sources of knowledge. Some of the illustrative topics are:

- i. Information and Communication Technology: New modes of information storage and retrieval, computer application, communications, multimedia, computer-aided learning, Internet, etc.
- ii. Documentation centre: Information networks, information super highway, national and international databases
- iii. Libraries: Reference material, bibliographies, encyclopedia, periodicals
- iv. Institutions: Apex and specialized institutions, museums, laboratories, centers of excellence, etc.
- v. Research: Research projects, sponsoring agencies, academic writing and publication, etc.
- vi. Industry-university linkages.

## **Component D: Management and Personality Development**

Under this component teachers should be familiarized with the organisation and management of the college/university. They should be made aware of the ways in which they may develop their own personalities. Illustrative topics may be:

- i. Communication skills: Verbal and non-verbal
- ii. Thinking skills and scientific temper
- iii. Creativity
- iv. Leadership, team building and work culture
- v. Administrative skills: Decision-making, service rules, human relations and interpersonal effectiveness
- vi. Educational management: Institutional management, management of committees, examinations, hobby clubs, sports and co-curricular activities
- vii. Student guidance and counseling
- viii. Mental health: Attitudes and values
- ix. Career planning, time management
- x. Teacher effectiveness: Qualities of an effective teacher, code of conduct, accountability and empowerment.

As indicated, the above topics are illustrative in nature. Depending upon the requirements of teachers and their academic background, the ASC will select the number of topics and methodologies of teaching.

Weight age to each component is to be kept flexible, and the ASC may decide the time allocation and modalities of the input depending upon the needs of the respective groups.

Every ASC should organize at least one three-week interdisciplinary RC in IT Awareness. About one third contact hours may be devoted to IT-orientation in other Refresher Courses / Orientation Programmes.

Every interdisciplinary Refresher Course will be equivalent to the Refresher Course in the subject/ discipline of the participant.

## **V. Eligibility, Target Group and Duration**

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 to be included under Section 12 (B), may be invited to participate in the Orientation Programmes and Refresher Courses. 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 programmes/courses.

For the Orientation Programmes, newly appointed lecturers 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 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. Also, there should be a minimum gap of one year between two courses, though it may be relaxed if an adequate number of participants is not available or it is essential for the teacher to fulfill eligibility conditions for career advancement.

The Orientation Programme will be of four weeks duration, with minimum of 24 working days (excluding Sundays) and 144 contact hours (six hours a day). The refresher course will be of three weeks duration, with minimum of 18 working days (excluding Sundays) and 108 contact hours (six hours a day). If a participant fails to complete the requisite contact hours in a programme, he may be permitted to make up for the backlog hours at own cost in another programme by the ASC concerned.

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 Programme/ Refresher Course to enhance their skills.

Universities and colleges will allow interested teachers to attend UGC-ASC programmes based on their eligibility. Otherwise valid reasons will have to be intimated to the teacher concerned, as the courses organized for their teachers will ultimately benefit the university and college. Temporary arrangements in place of teachers deputed for such courses may be made by internal adjustment if required. However, it may not be possible for the Commission to provide any additional grant to pay either honorarium or salary of the substitute, if appointed.

### **5.1 Permission to Attend Refresher Courses during the Period of the Teacher's Fellowship**

Teachers' fellowships as well as Refresher Courses/Orientation Programmes are meant for professional development. A teacher interested in attending Refresher Courses (as per the requirements of career advancement) during the period of fellowship should not be denied the opportunity as it supplements his/her professional development. Therefore, the UGC has decided to permit the teacher fellows to attend a Refresher Course provided:

- i. He/she surrenders living expenses for the period he/she is attending the Refresher Course, and agrees to submit to the ASC an undertaking to this effect through the concerned research centre before joining the course.
- ii. The Refresher Course is attended in the subject that is relevant to his/her research.
- iii. No extension in the teacher fellowship is sought on these grounds.

## **VI. Financial Assistance from the UGC for ASCs**

The UGC will provide 100 per cent financial assistance to the ASCs. The working of the ASCs shall be reviewed from time to time to continue the assistance. The following financial assistance will be provided to each ASC as per norms (Annexure IX).

### **6.1 Core Assistance:**

- |                       |                                  |
|-----------------------|----------------------------------|
| I. Salary:            | On actual basis.                 |
| II. Books*:           | Rs. 1.00 Lakh per annum.         |
| III. Equipment:       | Rs. 1.00 lakh per annum.         |
| IV. Working expenses: | Rs. 5.0 lakh lump sum per annum. |

\*Books include: Books, journals, periodicals, encyclopedia, newspapers, audio-visual resources, e-resources, etc

In addition, Rs. 30,000/- for each RC in non-science subjects, Rs.40,000/- for each RC in science subjects and Rs. 30,000/- for each Orientation Programme will be provided as additional working expenses.

Notwithstanding other provisions of these guidelines, the working expenses will cover expenditure on postage, stationery, printing, transport, secretarial services, purchase of chemicals, small items of equipment, TA/DA honorarium and hospitality to members of the Advisory Committee, functions/ceremonies (hospitality, mementoes/ memorabilia, miscellaneous items, etc.), paper setting, evaluation of scripts/project reports, engagement of temporary administrative/ supporting staff (on contractual basis/daily wages/part time basis), etc. Working expenses may also be utilized for transport, maintenance, TA/DA of core faculty and consumables. Thirty per cent of working expenses may be utilized for engagement of temporary staff with the approval of the Vice-Chancellor for the duration of a programme/course.

The University Grants Commission will provide assistance for renovation and furnishing, which may be met within the provision of working expenses.

The Commission will provide financial assistance on the pattern of Orientation Programme for conducting seminar/ workshop for academic administrators including Group 'A' UGC officers.

ASCs may also conduct about 6 days professional development programme for Non-academic Group 'B' and 'C' staff including UGC Staff.

The Commission will provide financial assistance up to Rs. 1, 00,000/- per programme (or actual expenditure, whichever is less) for these programmes/seminars/workshops. The expenditure may be booked under participant cost.

The audit of ASC accounts has to be done by an agency to be decided by the Advisory Committee.

## **6.2 Participant Cost**

The following items are covered under participant cost:

- i. TA/DA to outstation participants and hospitality to local participants
- ii. TA/DA and honorarium to resource persons
- iii. Reading material
- iv. Additional working expenses
- v. Honorarium to course coordinator.

## **6.3 Local participants :**

Rs. 100/- per working day per participant will be paid to the ASC for providing hospitality. In case a local participant does not avail the facility of hospitality by the ASC, he/she will be paid Rs. 100/- per working day.

## **6.4 TA/DA/incidental charges to Outstation participants:**

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

Outstation participants may be provided free boarding and lodging by the University. To cover the cost of their boarding/ lodging, the Commission will pay the University Rs. 300/- per day for outstation participant for 'A' class cities, Rs. 250/- per day for other places. In case only free lodging is provided, DA will be allowed at 75 percent of the ordinary rate of daily allowance.

In case the outstation participant does not avail the facility for boarding/lodging, he/she will be paid Rs. 250/- per day.

## **6.5 Reading material:**

Up to Rs. 500/- per participant in the form of books/compilations in the form of printed published work or in electronic format.

## **6.6 Resource persons:**

Outstation resource persons may be paid TA/DA as per the norms given in Annexure- X. Honorarium to outstation/local resource person may be paid @ Rs. 500/- per person per session of 90 minutes with a ceiling of Rs. 1,000/- per day. This will be subject to a maximum of Rs. 3,000/- per course. Outstation resource persons may be invited only once in a programme. Local resource persons may be paid upto @ Rs. 200/- as actual conveyance charges each way.

## **6.7 Course Coordinator:**

The University may appoint, if required, one coordinator in case of Refresher Course only. A lump sum honorarium of Rs. 4,000/- will be admissible to the Coordinator. However, in special circumstances, more than one coordinator may be appointed. The Honorarium amount will be equally shared by them.

The coordinators will not be entitled to draw honorarium for taking classes in the same course.

In case of Orientation Programme, Director may appoint one of the academic staff members as Coordinator of the programme. He/she will not be entitled for any honorarium.

## **6.8 Re-Appropriation of Funds:**

Re-appropriation of funds from one approved budget head to another is not permissible. The ASC may incur the expenditure strictly in accordance with the norms. Any expenditure that is not in conformity with the UGC norms will not be approved for grants-in-aid purpose and the university will have to meet such irregular expenditure from its own sources. In case there is any doubt on any matter connected with the organisation of a programme, a reference may please be made to the Commission for necessary clarifications before incurring any expenditure on an item not covered by the norms prescribed by the Commission for this purpose.

## **VII. Procedure for Applying for the Scheme**

Establishment of an Academic Staff College may ordinarily be proposed by a university that fulfils the following conditions:

- i. Availability of resources for and/or experience of organising one or more university leadership programmes or similar programmes.
- ii. Experience of organising summer institutes, workshops, refresher courses, etc.
- iii. Availability of facilities for the production of material and use of teaching aids.

Availability of qualified and sufficient number of resource persons required to run the course. It is presumed that the university would have adequate accommodation for housing 50 to 60 participants plus specialists through out the year.

Since the Academic Staff College is also expected to organise programmes For improving the professional competence of teachers in their area of specialisation, the subject competence of the departments of the University may also be taken into account apart from pedagogy in identifying universities for the location of the ASCs.

### **VIII. Procedure for the Approval by the UGC**

The establishment of ASCs will be decided on the recommendation of the UGC expert committee.

### **IX. Procedure for Release of Grants by the UGC**

The financial year for the Academic Staff Colleges will be from 1<sup>st</sup> April to 31<sup>st</sup> March.

Initially, a lump sum grant as approved by the Commission will be released to an ASC.

Further release of grant will be made to the ASC as soon as 75 per cent of the previous grant is utilised and the utilization certificates are sent.

A statement of expenditure must be provided as per Annexures I to VIII to the UGC.

For final settlement of accounts, ASCs should take measures to get their accounts audited by statutory auditors.

### **X. Procedure for Monitoring the Progress of the Scheme**

Monitoring, evaluation and quality assurance of ASC programmes will be done from time to time by the Commission through Standing Committee / Expert Committee. Each ASC will submit Annual Progress Reports to the UGC as per format given in Annexure XIV.

#### **10.1 Evaluation of Participants**

When possible, experts, preferably external, may be asked to assess the participants on the basis of multiple-choice objective tests, and give grades to participants, taking also into account other evaluations already done. The grading should be as follows:

- i. A: 75 per cent and above
- ii. B: 60 per cent to less than 75 per cent
- iii. C: 50 per cent to less than 60 per cent
- iv. F: Below 50 per cent

Those teacher participants who get Grade F are required to repeat the programme after a gap of one year without financial commitment to the UGC-ASC.

The total marks are to be fixed at 100 and the same is distributed in the following manner:

I. Multiple-choice objective tests	30
II. Seminars/participant presentation	15
III. Project/survey/others	20
IV. Micro-teaching/participation	10
V. Holistic response	25

(punctuality, regularity, initiative, conduct, responsiveness, etc.)

The above distribution may be adjusted to meet specific requirements.

The certificate issued to the teacher participant will only be valid if supported by the Grade based on the evaluation made during the programme.

## **XI ASC – Guest House**

The UGC has decided to provide 100% grant to all the ASCs for constructing 50 seater ASC Guest House with the UGC ceiling limited to Rs.75.00 lakh during XIth plan which includes the following:

- (i) 25 to 30 rooms for participants with attached toilet/bathroom
- (ii) 5 rooms with attached toilet/bathroom for Resource Persons, Experts, Eminent Scholars who visit ASC in connection with its activities
- (iii) One dining room
- (iv) One kitchen
- (v) Recreation room with a small library.

The procedure for applying for the Guest House scheme, procedure for approval, procedure for release of grant and the procedure for monitoring the scheme will more or less be the same as followed in other UGC Building norms with 100% grant.

A set of certificates is to be submitted in respect of progress and completion of the building work.

## **Annexures**

Annexure-I	Statement of Expenditure towards the OPs / RCs /other programmes
Annexure-II	Statement of Expenditure towards Participant Cost
Annexure-III	Statement showing DA to each Local Participant
Annexure-IV	Statement showing TA/DA to each Outstation Participant
Annexure-V	Statement showing TA/DA to Resource Persons
Annexure-VI	Statement of Expenditure showing details of salary paid to staff
Annexure-VII	Statement of Expenditure under Working Expenses
Annexure-VIII	Utilization Certificate
Annexure-IX	Norms for TA/DA to participants
Annexure-X	Norms for TA/DA/Honorarium to Resource persons
Annexure-XI	Proforma for submitting proposal for setting up an ASC
Annexure-XII	Proforma of Certificate for Orientation Programme
Annexure-XIII	Proforma of Certificate for Refresher Course (RCC)
Annexure-XIV	Proforma for submitting Annual Progress Report.

**Annexure -I**

University of \_\_\_\_\_

Academic Staff College

**Statement of Expenditure towards the organisation of Orientation Programmes and Refresher Courses for the period from \_\_\_\_\_ to \_\_\_\_\_**

Item	Opening balance as on 1 <sup>st</sup> April	Grant received from UGC during the year	Total grant available (2)+(3)	Expenditure incurred	Balance (4)-(5)	Remarks
1	2	3	4	5	6	7
Books						
Equipment						
Salary						Give details as per Annexure VI
Working Expenses						Give details as per Annexure VII
Participant cost						Give details as per Annexures III, IV, V
Total						

Director

Registrar

Finance Officer

(Signature)

(Signature)

(Signature)

**Annexure II**

University of \_\_\_\_\_

Academic Staff College

Statement of Expenditure towards Participation Cost for the period from \_\_\_\_\_ to \_\_\_\_\_

Total Grant received during the Year \_\_\_\_\_

Course OP/RC	Duration from ____ ____	Number of participants	Participants		Resource Persons			Honorarium to course Coordinator (in case of RC only)	Working expenses	Reading material	Total
			TA	DA	TA	DA	Hon				
1											
2											
3											
4											
5											
6											

Note: Details should be given as per Annexures III to V.

Director  
(Signature)

Registrar  
(Signature)

Finance Officer  
(Signature)

**Annexure III**

University of \_\_\_\_\_

**Academic Staff College**

**Participant Cost: Orientation Programme/Refresher Course in \_\_\_\_\_**

Date of commencement:

Date of completion:

**Statement showing DA Amount paid to each Local Participant**

S. No.	Name of the participant	Institution from which deputed	D A (Rs.)	Amount paid for not availing hospitality	Total amount (Rs.)

**(Comment:** Pl. see para 6.3 which says “In case a local participant does not avail the facility of hospitality by the ASC, he/she will be paid Rs. 100/- per working day)

**Grand total: Rs.**

**Director**  
(Signature)

**Registrar**  
(Signature)

**Finance Officer**  
(Signature)

**NB:** A teacher residing within the municipal limits of the city in which the ASC is situated will be treated as a local participant. No TA is admissible to such teachers.

**Annexure IV**

University of \_\_\_\_\_

**Academic Staff College**

**Participant Cost: Orientation Programme /Refresher Course in \_\_\_\_\_**

Date of commencement:

Date of completion:

**Statement showing TA/DA Amount paid to each Outstation Participant**

S. No.	Name of the participant	Institution from which deputed	TA (Rs.)	D A (Rs.)	Total amount (Rs.)

**Grand total: Rs.**

**Director**  
(Signature)

**Registrar**  
(Signature)

**Finance Officer**  
(Signature)

Annexure V

University of \_\_\_\_\_

**Academic Staff College**

**Statement showing TA/DA & Honorarium paid to Resource Persons and Coordinator**

Date of commencement:

Date of completion:

S. No.	Name, designation and address	TA (Rs.)	DA (Rs.)	Honorarium (Rs.)
A.	Resource persons:			
B.	Course Coordinators, if any	NIL	NIL	

**Grand Total Rs.**

**Director**  
(Signature)

**Registrar**  
(Signature)

**Finance Officer**  
(Signature)

**Annexure VI**

University of \_\_\_\_\_

**Academic Staff College**

**Statement of Expenditure showing Details of Salary paid to Staff appointed against Posts approved for the ASC during the Financial Year \_\_\_\_\_**

S. No.	Name and designation	Date of joining	Scale of pay	Basic pay	Total amount
	a) Academic staff:				
1.	Professor - Director				
2.	Reader				
3.	Lecturer				
	b) Non-teaching staff:				
4.	Section Officer				
5.	Senior Assistant				
6.	Computer Assistant				
7.	Junior Assistant				
8.	Librarian or Technician				
9.	Steno-typist/ Computer Operator				
10.	Peon				
11.	Hostel Attendant				

Grand Total:

Total grant  
received:

Grant utilized  
during the year:

Unpaid balance,  
if any:

**Director**  
(Signature)

**Registrar**  
(Signature)

**Finance Officer**  
(Signature)

**Annexure VII**

University of \_\_\_\_\_

**Academic Staff College**

**Statement of Expenditure under Working Expenses during the Financial**

**Year** \_\_\_\_\_

S. No.	Item	Amount spent (Rs)
1.	Stationery	
2.	Printing	
3.	Postage	
4.	Transportation	
5.	Water charges	
6.	Electricity charges	
7.	Telephone charges	
8.	Furnishing of ASC hostel/office with details, if any	
9.	Engagement of temporary administrative/ supporting staff on fixed salary/part time basis:  Sr.No. Name Designation Amount Paid _____ _____ _____	
10.	TA/DA to core staff:  Sr.No. Name Designation Amount _____ _____ _____	
11.	Any other item (please give details):  Sr.No. Item Amount _____ _____ _____	
12.	Total	

**Director**  
(Signature)

**Registrar**  
(Signature)

**Finance Officer**  
(Signature)

**NB:** Broad item-wise details of expenditure incurred during the year are to be given.

University of \_\_\_\_\_

**Academic Staff College**

**UTILIZATION CERTIFICATE**

It is certified that the total grant of Rs.\_\_\_\_\_sanctioned by the University Grants Commission, vide sanction letter No.\_\_\_\_\_dated\_\_\_\_\_ for \_\_\_\_\_, has been utilized by the University as per details given in the attached statement in accordance with the terms and conditions as laid down by the UGC. The grant has been utilised for the purpose for which it was approved.

It is further certified that the inventories of permanent or semi-permanent assets created /acquired wholly or mainly out of the grants given by the University Grants Commission as indicated above are being maintained in the prescribed form and are being kept up to date, and these assets have not been disposed off, encumbered or utilised for any other purpose.

**Auditor**  
(Signature)

**Registrar**  
(Signature and seal)

**NB:**

1. The Utilization Certificate should be accompanied by audited statement of accounts indicating expenditure on various items as per Annexures – I and II.
2. The asset certificate is to be given only for grants approved for books, equipment and other non-recurring items.

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI**

**Norms for Assistance to Universities for organising Orientation Programmes/  
Refresher Courses in the ASCs towards Participant Cost and Working Expenses**

**Participant Cost for Orientation Programmes / Refresher Courses.**

**1. TA/DA and honorarium to Resource persons/visiting faculty:**

Outstation resource persons/ visiting faculty may be paid TA/DA as per their entitlement according to the UGC-ASC rules. Honorarium to outstation/local resource person/visiting faculty may be paid @ Rs. 500/- per person per session of 90 minutes with a ceiling of Rs. 1,000/- per day. This will be subject to a maximum of Rs. 3,000/- per course. Outstation resource persons may be invited only once in a programme. Local resource persons may be paid upto @ 200/- as actual conveyance charges each way.

**2. Honorarium to Course Coordinator:**

The University may appoint, if required, one coordinator in case of Refresher Course only. A lump sum honorarium of Rs. 4,000/- will be admissible to the Coordinator. However, in special circumstances, more than one coordinator may be appointed. The Honorarium amount will be equally shared by them.

The coordinators will not be entitled to draw honorarium for taking classes in the same course

**3. 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.

Outstation participants may be provided free boarding and lodging by the University. To cover the cost of their boarding/ lodging, the Commission will pay the University Rs. 300/- per day for outstation participant for 'A' class cities, Rs. 250/- per day for other places. In case only free lodging is provided, DA will be allowed at 75 percent of the ordinary rate of daily allowance.

In case the outstation participant does not avail the facility for boarding/lodging, he/she will be paid Rs. 250/- per day.

In case a local participant does not avail the facility of hospitality by the ASC, he/she will be paid Rs. 100/- per working day.

**4. Reading material:**

Up to Rs. 500/- per participant in the form of books/compilations in the form of printed published work/in electronic format.

**5. Working Expenses:**

Upto Rs. 5.00 lakh lump sum per annum (in case of Academic Staff Colleges only).

Notwithstanding other provisions of these guidelines, the working expenses will cover expenditure on postage, stationery, printing, transport, secretarial services, purchase of chemicals, small items of equipment, TA/DA honorarium and hospitality to members of the Advisory Committee, functions/ceremonies (hospitality, mementoes/memorabilia, miscellaneous items, etc.), paper setting, evaluation of scripts/project reports, engagement of temporary administrative/supporting staff (on contractual basis/ daily wages/ part time basis) etc.

Working expenses may also be Utilized for transport, maintenance, TA/DA of core faculty and consumables. Thirty per cent of working expenses may be utilized for engagement of temporary staff with the approval of the Vice-Chancellor.

The University Grants Commission will provide assistance for renovation and furnishing, which may be met within the provision of working expenses.

**6. Other Items Core Assistance:**

Salary on actual basis, Books: Rs. 1 lakh p.a .Equipment: Rs. 1Lakh p.a., additional working expenses @Rs. 30,000/40,000 for RCs and Rs. 30,000 for Ops.

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI**

**UGC-ASC Norms for TA/DA/Honorarium to Resource Persons**

**TA/DA to Resource persons:**

For the journey undertaken and the boarding and lodging, the Resource persons invited for the course will be paid TA and DA as per UGC norms applicable from time to time excluding honorarium.

The existing UGC norms read as under:

**1. Daily Allowance:**

The resource person invited for the course may be paid daily allowance at the rate of Rs. 300/- per day if the resource person makes his/her own arrangement for his/her stay. If free lodging is provided, daily allowance will be allowed at the rate of 75% of the said DA. If only Boarding is provided free, daily allowance shall be @ 50% of the normal rate. If both boarding and lodging are provided free, then 25% of the normal Daily Allowance will be admissible.

**2. Travel to/ from airport/ railway station:**

Actual conveyance hire charges incurred by the resource person for travel from/to residence/headquarters to/from the airport/ railway station as the case may be and from airport/railway station to their place of meeting/stay and back from place of meeting/stay in accordance with tariffs notified from time to time by the State Transport Authority will be provided. In case the rates of state Transport Authority are not available, reimbursement will be allowed @ Rs. 8/- per km for Taxi and Rs. 4/- per km for Auto charges.

**3. Travel by Air:**

The resource persons will be entitled to travel by air, if their basic pay is Rs. 16,400/- and above at their discretion. Those who are drawing the basic pay of Rs. 12,300/- and above but below Rs. 16,400/- may also travel by air on tour at their discretion, if the distance involved is more than 500 km. and the journey cannot be performed during 6.00 p.m. to 8.00 a.m.

Resource persons traveling between Chennai/Kolkata & Andaman and Nicobar Islands, between Bhubaneswar and Port Blair and between Kochi/Kozhikode and

Lakshdweep are also entitled to travel by air provided their basic pay is not less than Rs. 8550/-

Only economy class fare would be paid by the UGC. Air Travel will be admissible by Air India/ Indian airlines only. Private Airlines can be permitted only for the sectors where Air India/Indian Airlines do not fly.

**4. Travel by Rail/Road:**

Resource persons may be paid AC-2 Tier railway fare (all trains) or A/C deluxe bus fare. For journey by Shatabdi express, AC Chair Car will be admissible.

**5. Travel by Taxi/own car**

If the travel is undertaken by resource persons for Inter-city travel from the place of his/her residence / headquarters to the place of meeting by taxi or in own car, road mileage payable will be limited to rail fare by the highest entitled class available on that particular sector if the two stations are connected by rail. Where two stations are not connected by rail, road mileage for such a travel or part thereof will be paid at the rate of Rs. 8/- per km.

However, irrespective of the fact that two stations are connected by rail, travel by own car/taxi may be allowed at the rate of Rs. 8/- per km. This concession may be allowed if the journey (one side) is not more than 350 kms.

**6. Conveyance hires charge for local members:**

Local resource persons may be paid upto @ 200/- as actual conveyance charges each way.

**7. Local conveyance charges for outstation resource persons:**

Mileage allowance for local journey at the tour stations to outstation resource persons will not be reimbursed as the DA being paid to resource persons contains an element of traveling allowance for local journeys.

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI**

**Proposal for setting up an Academic Staff College**

1.	Name of the University, Address, e-mail, Tel. No., Fax No.
2.	Whether unitary or affiliating:
3.	If affiliating, how many colleges affiliated to the University and the faculties represented:
4.	Estimated newly appointed lecturers in the colleges and in the University departments every year:
5.	Details of other Universities in the State, whether affiliating or not:
6.	Rough estimate of number of newly appointed lecturers in the State:
7.	List of departments getting assistance under CAS/DSA/DRS/COSIST/COHSSIP :
8.	Facilities available in the University for running an ASC (include details of building, technological aids, hostel, guesthouse etc. :
9.	Details of the infrastructure to be provided by the University exclusively for the proposed ASC:
10.	Details of the infrastructure for the ASC for which UGC assistance will be needed :
11.	Resource persons accessible to the University (provide names, specialization, institution and full address):
12.	Financial requirement with details:

**UNIVERSITY GRANTS COMMISSION**

**ACADEMIC STAFF COLLEGE**

..... **UNIVERSITY**

**UGC-SPONSORED ORIENTATION PROGRAMME**

**This is to certify that**

---

(Name of the Participant)

(Designation)

---

(College/University)

(Place)

affiliated to -----University

**participated in the Orientation Programme** \_\_\_\_\_

**from** \_\_\_\_\_ **to** \_\_\_\_\_ **and obtained Grade** \_\_\_\_\_

**Director**

**Coordinator**

**Registrar/Vice-Chancellor**

- a) The grades should be as follows:
- A 75% and above
  - B 60% to less than 75%
  - C 50% to less than 60%
  - D Below 50%

Those teacher participants who get Grade D are required to repeat the programme after a gap of one year without financial commitment to the UGC-ASC.

- b) The total marks are to be fixed at 100 and the same is distributed in the following manner:

i.	Multiple-choice objective tests	30
ii.	Seminars/participant presentation	15
iii.	Project/survey/others	20
iv.	Micro-teaching/participation	10
v.	Holistic response	25

(punctuality, regularity, initiative, conduct, responsiveness, etc.)

**Note:** The above information has to be printed at the back of certificate (Annexure XII).

**UNIVERSITY GRANTS COMMISSION**

**ACADEMIC STAFF COLLEGE**

.....UNIVERSITY

**UGC-SPONSORED REFRESHER COURSE**

**This is to certify that**

---

(Name of the Participant)

(Designation)

---

(College/University)

(Place)

affiliated to ----- University

participated in the Refresher Course in the subject\_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ and obtained Grade\_\_\_\_\_

**Director**

**Course Coordinator**

**Registrar/Vice-Chancellor**

a) The grades should be as follows:

- A 5% and above
- B 0% to less than 75%
- C 0% to less than 60%
- D below 50%

Those teacher participants who get Grade D are required to repeat the programme after a gap of one year without financial commitment to the UGC-ASC.

b) The total marks are to be fixed at 100 and the same is distributed in the following manner:

- |                                      |    |
|--------------------------------------|----|
| 1. Multiple-choice objective tests   | 30 |
| 2. Seminars/participant presentation | 15 |
| 3. Project/survey/others             | 20 |
| 4. Micro-teaching/participation      | 10 |
| 5. Holistic response                 | 25 |
- (punctuality, regularity, initiative, conduct, responsiveness, etc.)

**Note:** The above information has to be printed at the back of certificate (Annexure XIII).

**UNIVERSITY GRANTS COMMISSION**

**University of** \_\_\_\_\_

**Academic Staff College**

**Annual Progress Report for the period from** \_\_\_\_\_ **to** \_\_\_\_\_  
(To be submitted along with financial statements)

1. Description of programmes conducted during the year:

Sr. No.	Name of the programme	Programmes allocated by the UGC	Programmes conducted

2. In case of variation in the programmes allocated by the UGC and programmes conducted by the ASC, kindly give reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Number of participants programme-wise:

Sr. No.	Name of the programme	No. of participants

4. Unique features of the ASC's activities as reflected in participants' feedback:

5 Problems/issues with regard to the activities of the ASC which require attention of the UGC:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

Director  
(Signature)

Countersigned:

Registrar

Vice-Chancellor