

DEPARTMENT : UGC-HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)  
(Formally known as UGC-Academic Staff College)

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All the existing UGC-Academic Staff Colleges shall be known as UGC-Human Resource Development Centre (HRDC) w.e.f . 01.04.2015

**FUNCTIONS OF HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)**

The functions of a HRDC will be to plan, organise, implement, monitor and evaluate various programmes in collaboration with concerned RCCB on the broad guidelines suggested by Local Programme Planning and Management Committee (LPPMC). In particular, HRDCs will ensure the following

- i. To actively collaborate and cooperate with RCCB so as to achieve highest standards of quality and effectiveness of programme delivery
- ii. To actively utilise online systems for interactive connectivity with the RCCB and all the HRDCs for fast and effective functional operations and content delivery
- iii. To contribute and share the repository of experts maintained by RCCB for conduction of programmes in HRDCs
- iv. To contribute and share multimedia repository of RCCB and other sources as indicated of some of the best content delivered in the at HRDC
- v. To set up a documentation-IT enabled centre-cum-library for reference and source materials necessary for the programmes;
- vi. To communicate and manage display of advisories to the participants in advance giving the theme, focus and other details about the programmes
- vii. To actively cooperate with RCCB in maintenance of an information portal giving all details about programmes planned in the region with names and brief CVs of resource persons and preferably full text or at least ppts with abstract and references of the content proposed to be delivered
- viii. To analyse feedback from participants on programme delivered in the HRDC for consistent review for quality enhancement and communicating the same online to RCCB within 15 days from completion of a programme.

## **MAIN CATEGORIES OF HUMAN RESOURCE DEVELOPMENT AND CAPACITY BUILDING PROGRAMMES:**

The HRDCs and RCCBs will mainly organize the following main category of human resource development and capacity building programmes.

- (A) Orientation / First Level Programmes: Every new faculty member in higher education will be required to undergo a four week Orientation / First level Programme which will be focused on some broad area of knowledge spanning a few allied disciplines.

The objective of the orientation programme is to make teachers an agent of socioeconomic change and put them in centre stage of national development. The programme shall have the following components:

- i. 10% weight for topics in higher education such as issues of ethics, gender, marginalized communities, plagiarism etc.
- ii. 10% weight for issues related to environment.
- iii. 10% weight for issues concerning service matters of teachers.
- iv. 20% for broad cross discipline topics to motivate the trainees for development of interdisciplinary understanding and interest including basic legal awareness.
- v. 10% weight for Research Methodology.
- vi. 15% weight for Communication Skills and Information Technology.
- vii. 10% weight for Microteaching

The remaining 15% of content of the First Level Programme will be focused on broad understanding of various subjects with recent global trends and developments.

(B) **Refresher / Second Level Programmes:** These will be mainly focused for those faculty members who have already undergone through the Orientation/First Level Programme in an indentified broad area. The programme will be discipline specific with advanced developments in an identified subject under the concerned broad area. In addition, there will be Refresher Programmes, geared towards emerging cross discipline advanced studies to enable the participants of relevant disciplines to work together or contemporary application of new knowledge for industrial and social development and other allied aspects. The goal would be to equip and motivate the participants with advanced knowledge to accept challenges of quality teaching and research.

(C) **Workshops:**

These will be organized for shorter duration of one week(6 working days, 36 contact hours) and will be covering mainly for capacity building of academics, administrators and other stakeholders.

(D) **Short-term course**

of 3-6 days duration especially on research methodology and specialized themes of interest.

(E) **RCCBs and HRDCs may also conduct about 3 days professional development programme for non-academic Group ‘B’ and ‘C’ staff including UGC Staff.**

## **REGISTRATION FEE**

Every participant shall pay an admission fee (non- refundable) of Rs.1000/- at the time of admission to the course. The amount so generated will be kept at the disposal of the RCCB and HRDCs for the augmentation of RCCB's and HRDCs infrastructure.

## **SCOPE OF THE RCCBs AND HRDCs**

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

## **ELIGIBILITY, TARGET GROUP AND DURATION**

**Teachers 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 Programmes. The teachers of colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a university for at least two years, will be permitted to participate in the programmes/courses. However, they won't be paid TA/DA and other allowances for attending these courses.**

For the Orientation Programmes, newly appointed Assistant Professors within two years of continuous service and all those teachers who require orientation for getting a higher grade will be allowed. Attendance in Orientation programmes would be must for placement in the higher grade pay.

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 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 his/her own cost in another programme by the RCCB and HRDCs 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 must allow interested teachers to attend UGC -RCCB and HRDCs programmes based on their eligibility otherwise valid reasons will have to be intimated to the teacher concerned in writing.

### **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 RCCB and HRDCs an undertaking to this effect through the concerned research centre before joining the course.
- ii) He/she attends the Refresher Course in the subject that is relevant to his/her research
- iii) No extension in the teacher fellowship is sought on these grounds.

### **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.

### **TA/DA HOSPITALITY CHARGES TO PARTICIPANTS:**

#### **Local participants :**

Rs. 300/- per working day per participant will be paid to the RCCB and HRDCs for providing hospitality. In case a local participant does not avail the facility of hospitality by the RCCB and HRDCs, he/she will be paid Rs. 300/- per working day.

### **OUTSTATION PARTICIPANTS:**

Teacher participants may be paid upto a limit of 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 on reimbursement basis Rs. 500/- per day for outstation participant for 'A' class cities, Rs. 400/- 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. The allowance will be used purely for the purpose of giving boarding/lodging to the participants.

In case the outstation participant does not avail the facility for boarding/lodging, he/she will be paid Rs.300/- per day.

### **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. D: Below 50 per cent

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-RCCB and HRDC.

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.)