

DEPARTMENT : UGC-HUMAN RESOURCE DEVELOPMENT CENTRE  
(Formerly 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:**

The functions of a HRDC will be to plan, organize, implement, monitor and evaluate various programmes for newly appointed college//university lecturers within the jurisdiction of one or more universities in the country. A HRDC will also organize refresher course for serving teachers and programmes for senior administrators and heads of departments, principals, officers, etc. They shall also conduct Teacher Induction Programme and assist in Student Induction Programme.

Specially, a HRDC will:

- i) Formulate a programme of orientation along the broad guidelines give above.
- ii) Identify resource persons in various field of specialization for running the orientation course and refresher courses, and familiarize such resource persons with the philosophy and guidelines for the courses. Based on the defined procedure for the creation of a database for identification of experts in different fields, the names of the experts based on specialized academic knowledge shall be compiled for their inclusion in the databank/database for Orientation Programmes/Refresher Courses. To ensure that majority of resource persons are drawn from the approval list by the chairman of the advisory committee of HRDC.

- iii) Set up a documentation-centre-cum-library for reference and source materials necessary for the courses.
- iv) Produce specially designed material required for effective implementation of the courses.
- v) Organize, monitor and evaluate courses for teachers.
- vi) 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.
- vii) Organize orientation programmes for heads of department, principals, dean and other decision-makers to familiarize them with the philosophy of orientation to facilitate reform in higher education through appropriate modification of the management systems at various levels.
- viii) The refresher courses run by the HRDC will provide opportunities for teachers in service to exchange experience with their peers and to mutually learn from each other.
- ix) Provide a forum for serving teachers to keep themselves abreast of the latest advances in various subjects and be responsive to:
  - An atmosphere of intellectual excitement
  - An intensive research and knowledge transfer culture
  - A vibrant and embracing social context
  - An international and culturally diverse learning environment
  - Explicit concern and support for individual development
  - Clear academic expectation, feedback and assessment
  - Premium quality learning spaces, resources and technologies
  - An adaptive curriculum
- x) HRDC will develop video lectures along with learning resources and upload in a common portal provided by UGC.
- xi) Provide opportunities to further widen their knowledge and to pursue research studies.
- xii) 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.
- xiii) The thrust areas for each refresher course will be decided by the director in consultation with the course coordinator.
- xiv) Co-ordinated Research with IUCTE in the area of teaching pedagogy and faculty development.

## **OBJECTIVES:**

Keeping the changes that are unfolding in higher education as per above, the Human Resource Development Centres (HRDCs) on war footing shall strive hard:

- a. To increase access to high quality education regardless of budget or location and tailor lesson plans to individual needs by organizing specially designed orientation programmes on pedagogy, based on free massive online open courses (MOOCs) and hybrid classes, adaptive learning software, and the unbundling of traditional degree credits.
- b. To organize blended learning programmes (induction/orientation/refresher courses) for serving teachers, with a focus on outcomes rather than the output, covering every teachers at least once in three to five years so that they don't see themselves as mere instructors, but as designers, and members of a learning development team with particular goals in mind.
- c. To encourage teachers to develop in-house education-technology incubators that help entrepreneurial start-ups get off the ground by providing them with research, mentorship and connections and linking them to capital and to participate in seminars, symposia, workshops, etc.
- d. To organize one week programme on a theme based topics like Academic Leadership, Technology Enhanced Learning, Disaster Management, Gender Sensitization, IPR, Social Connect Programme and Learning Outcome Based Education including evaluation.
- e. To organize specially designed induction/orientation programmes, refresher courses in IT for new entrants as well as for in-service teachers; and value-based interactive multimedia through integrated practice in instructional media and ICT can nurture the character such as Creativity, Curiosity, Appreciation, Hard Work, Self-reliance, Honesty, Discipline and Compassion among teacher facilitators.

Thus, the objectives of the Human-Resource Development Centre (HRDC) in the light of above shall be focused towards enabling the entire Faculty members of HEIs including newly appointed Assistant Professors to:

- i) Understand the significance of education in general, and higher education in particular, in the global and Indian contexts;
- ii) 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;
- iii) Acquire and improve basic skills of teaching at the college/university level to achieve goals of higher education;
- iv) Keep abreast of the latest developments in their specific subjects;

- v) Understand the organization and management of a college/university and to perceive the role of teachers in the total system;
- vi) Utilize opportunities for development of personality, initiative and creativity;
- vii) Provide a comprehensive and structured look at the challenges and opportunities brought by the use of ICT and open content (OER and MOOC) in higher education and to overview the visions and expectations of key higher education stakeholders towards the future of learning at universities and higher education institutions.

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

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

- A Orientation/First Level Programme: Every new faculty members 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 Programme: These will be mainly focused for those faculty members who have already undergone through the Orientation/First Level Programme in an individual 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 (06 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** HRDC may also conduct about 03 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 HRDC for the augmentation of RCCB's and HRDC's 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 the 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 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 allowance for attending these courses.

For the Orientation Programme, newly appointed Assistant Professors upto 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 as prescribed by UGC from time to time.

For the Refresher Courses, participation in the Orientation Programme is a prerequisite for admission. The teacher may opt for a Refresher Course after a one year gap following an orientation course. However, in exceptional cases 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 as prescribed by UGC from time to time.

The orientation programme will be of three weeks duration, with minimum of 18 working days (excluding Sundays) and 108 contact hours (six hours a day, six days a week). The refresher course will be of two weeks duration, with minimum of 12 working days (excluding Sundays) and 72 contact hours (six hours a day, six days a week). The working number of working days shall not be compromised while conducting these programme. 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/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 may be permitted to participate in the Programmes to enhance their skills.

Universities and colleges must allow interested teachers to attend UGC-HRDC 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 TEACHER'S FELLOWSHIP:**

Teacher's 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 the 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 and undertaking to this effect through 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.

**HOSPITALITY CHARGES TO PARTICIPANTS:**

Rs. 500/- per working day per participant will be paid to the HRDC for providing hospitality (including stay, boarding, tea and snacks and working lunch) and there is no reimbursement of hospitality expenses to individuals.

**TA CHARGES TO 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.

**Evaluation of Participants:**

In the concluding week of the programme, 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+: 85 percent and above
- (ii) A: 70 per cent to less than or equal to 84 percent
- (iii) B: 60 per cent to less than or equal to 69 per cent
- (iv) C: 50 per cent to less than or equal to 59 per cent
- (v) F: Below 49 per cent

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

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

- (i) Overall response - 20
- (ii) Seminars (in diverse topics mentioned in component A) - 20
- (iii) Project/survey/others (topics like climate change, environment and social connect etc.) - 20
- (iv) ICT based teaching/ MOODLE/ Micro-teaching/participation - 20
- (v) Multiple-choice objective tests -20