A Short Glimpse of the Guiding Principles of UGC HRDC

A. Scope of the Human Resource Development Centre

The Human Resource Development Centre will cater to the needs of teachers of the colleges/universities as decided by the UGC from time to time by offering Induction/Orientation programmes/Refresher courses. One week contact programme/short term programme on various themes like Academic Leadership, Climate Change, Entrepreneurship, Research Methodology and Gender Studies, etc. Also training programme should be conducted for non-teaching staff on various administrative procedures including ICT in Governance, financial management and inter personnel relations.

B. Details of some Major Program

1. Induction Programme (for Newly Appointed Assistant Professors)

It is mandatory for every newly appointed teacher to attend induction programme within one year of his/her appointment prior to his or her regularization/confirmation. The main purpose of induction programme is to make a teacher aware about the administrative set-up, sensitize him/her to classroom realities and understand the bond between different stakeholders for realizing the professional aspirations and developing as agents of socio-economic change and national development. The induction programme is fully residential programme of one month duration. In case HRDCs can cover within 25-28 working days, the same is permissible.

2. Orientation programmes (for Newly Appointed Assistant Professors)

The Orientation Program is intended for newly appointed lecturers up to six years of continuous service and for all those teachers who require orientation for getting a higher grade position. 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. The orientation programme will be of Three weeks duration, with minimum of 18 working days and 108 contact hours (six hours a day, six days a week).

3. Refresher Course (for Faculties in the colleges and Universities)

Refresher Courses (RC) are subject specific or Interdisciplinary (IRC) programs aimed at exposing the participants to subject intensive and research oriented lectures by subject experts. To admit to the Refresher course, participation in the orientation programme is a prerequisite. The teacher may opt for a refresher course after a one-year gap following an orientation course. Also, there should be a minimum gap of one year between two refresher courses, though it may be relaxed if adequate number of participants is not available or it is essential for the teacher to fulfil eligibility conditions for career advancement as prescribed by UGC from time-to-time. The refresher course will be of Two weeks duration, with minimum of 12 working days and 72 contact hours (six hours a day, six days a week) excluding Sundays. The number working of working days shall not be compromised while conducting these programs.

All the Courses/ programs will be conducted ONLINE mode.
C. Eligibility and Target Group

Faculty members working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit under Section 12 (B), may be invited to participate in the orientation 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 five years, will be permitted to participate in the courses.

D. Participation to Full-Time Course (some relevant clauses)

(i) Participants may be drawn from the institutions on all-India basis to promote national integration. In case sufficient number is not available within the State the HRDC may take participants from other States. The maximum number of participants should be 40 only.

(ii) Punctuality, regularity, participation and purposefulness should be emphasized.

(iii) Successful candidates in only UGC approved programmes will be issued certificates as per UGC format. The UGC-HRDC/RCC may even disallow the issue of certificate to participants on valid reasons.

(iv) The ONLINE Refresher Courses/Orientation Programmes /Induction Programmes as a means of Flipped Class rooms as approved by UGC and delivered through OER/ MOOC platform by respective HRDCs shall be treated equivalent to conventional mode for issuance of certificates.

(vi) All courses will be organized through UGC-HRDCs. No course will be separately allotted to a university department/college where an HRDC exists.

(vii) If a participant fails to complete the requisite hours in the program, he/she may be permitted to make up the backlog hours at his/her own cost in another similar program. Full attendance in all the sessions is a must for awarding Course Completion certificate. Participants should therefore attend all lectures/ activities during the course.

(viii) All the programs will be conducted online mode using popular platforms like google meet, zoom, etc. It is therefore mandatory that all the participants have their mail id in gmail domain. It is also the responsibility of the participants to ensure good connectivity and Desktop/ Laptop/ smart phone with good Internet Speed and necessary data pack and functional webcam, microphone, headphones, etc. while participating in the program.

(ix) Each participant will have to present a seminal talk and a microteaching session for about 10-15 minutes each on a chosen theme or topic which will be assessed by a panel of experts. There will be a MCQ based test based on the lectures delivered during the course.

(x) The grade of the participants will be based on the above activities as per the UGC HRDC Guidelines-2019
E. Guiding Principals for Selection of the Participants

All intending candidates should apply for participation in a particular program in the prescribed form which can be downloaded free of cost from the University website www.manipuruniv.ac.in/p/ugc-hrdc. The application form duly endorsed by the concerned Head of the Department/ Principal of the College in pdf format should be submitted to the office.hrdc@manipuruniv.ac.in with copy to director.hrdc@manipuruniv.ac.in. The submission of the hard copy of the form at the HRDC office will not be accepted under any circumstances. The provisionally selected participants will be intimated through their e-mail/ whatsapp only and they would have to pay registration fee of Rs.1000/- (non-refundable) through online mode only to confirm their participation.

In addition to the general guidelines for selection of the participants provided by the HRDC-2019 guidelines, the HRDC MU will make every possible effort to admit as many eligible participants from amongst the faculties of the Manipur University and its affiliated Colleges and also from other Universities/ Colleges. There should be a minimum gap of one year between two courses. It may, however, be relaxed if adequate number of participants is not available. In case there are more applicants than required, preferences would be given to the faculty of Manipur University and its affiliated colleges in that order subject to the condition that not more than two teachers from the same Department or College are represented in a particular course. The seniority of the teachers if required would be determined by the department/ college concerned. Due preferences would be given to deserving applicants from outside the State of Manipur.

F. Guidelines for filling the Application Form

The application for a particular course or program can be downloaded from the University website www.manipuruniv.ac.in/p/ugc-hrdc.

Details of the candidate should be neatly typed in offline mode using a computer or smart phone and take out a print of the filled in form. Please try to avoid filling the form physically using a pen.

Sign the form in the relevant column and get it duly endorsed by the HoD/ Principal concerned.

Scan the signed application form and save as pdf file and mail it to office.hrdc@manipuruniv.ac.in with copy to director.hrdc@manipuruniv.ac.in.