

**UGC HUMAN RESOURCE DEVELOPMENT CENTRE**  
(*Erstwhile UGC Academic Staff College*)  
**University of North Bengal**  
**P.O. North Bengal University, Siliguri, Dist. Darjeeling, Pin: 734013**

ACCREDITED BY NAAC WITH GRADE A

Railway Station: New Jalpaiguri (NFR)  
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ENLIGHTENMENT TO PERFECTION

ACADEMIC PROGRAMME  
**2018 -19**

| Sr. No.   | Subjects  | Dates      |            |
|-----------|---|------------|------------|
|           |   | From       | To         |
| <b>A.</b> | <b>ORIENTATION PROGRAMMES</b>   |            |            |
| 1.        | <b>34<sup>th</sup> ORIENTATION PROGRAMME</b>  | 05.06.2018 | 02.07.2018 |
| 2.        | <b>35<sup>th</sup> ORIENTATION PROGRAMME</b>  | 04.09.2018 | 01.10.2018 |
| 3.        | <b>36<sup>th</sup> ORIENTATION PROGRAMME</b>  | 08.11.2018 | 05.12.2018 |
| 4.        | <b>37<sup>th</sup> ORIENTATION PROGRAMME</b>  | 20.02.2019 | 19.03.2019 |
| <b>B.</b> | <b>REFRESHER COURSE (SPECIFIC)</b>  |            |            |
| 1.        | <b>BENGALI</b>  | 01.08.2018 | 21.08.2018 |
| 2.        | <b>MATHEMATICS</b>  | 07.12.2018 | 27.12.2018 |
| 3.        | <b>COMPUTER SCIENCE</b>   | 04.01.2019 | 24.01.2019 |
| 4.        | <b>TEACHER EDUCATION</b>  | 04.01.2019 | 24.01.2019 |
| 5.        | <b>PHILOSOPHY (Revised Time Slot)</b>   | 29.01.2019 | 18.02.2019 |
| <b>C.</b> | <b>REFRESHER COURSE (INTER-DISCIPLINARY)</b>  |            |            |
| 1.        | <b>SUMMER SCHOOL IN SOCIAL SCIENCES (ID)</b><br><i>Subject area: Economics, Commerce, History, Management, Political Science, Sociology, Geography, Philosophy, Library &amp; Information Science &amp; Law</i>   | 06.06.2018 | 26.06.2018 |
| 2.        | <b>TEA SCIENCE (ID)</b><br><i>Subject area: Tea Science, Botany, Zoology, Microbiology, Biotechnology and other Biological Sciences.</i>  | 14.11.2018 | 04.12.2018 |
| 3.        | <b>GENDER STUDIES (ID)</b><br><i>Subject area: History, Political Science, Philosophy, Law, Sociology, Anthropology, Economics, Geography, Education, Physical Education, Psychology, MSW, Literature Groups (Bengali, Hindi, English, Sanskrit, Nepali).</i> | 05.02.2019 | 25.02.2019 |
| 4.        | <b>DISASTER MANAGEMENT (ID)</b><br><i>Subject area: All disciplines</i>   | 01.03.2019 | 21.03.2019 |
| <b>D.</b> | <b>WORKSHOP / SHORT TERM COURSES</b>  |            |            |
| 1.        | <b>Research Methodology (Faculties of all disciplines)</b>  | 24.08.2018 | 30.08.2018 |
| 2.        | <b>Value Based Education (Faculties of all disciplines)</b>   | 25.07.2018 | 31.07.2018 |
| 3.        | <b>Principal's Meet (one day)</b>   | 31.12.2018 | 31.12.2018 |
| 4.        | <b>Workshop on MOOCS, e-content development and Open Educational Resources (Faculties of all disciplines and Library Personnel)</b>   | 30.01.2019 | 05.02.2019 |

**N.B. The above time schedule of courses and programmes is subject to modification due to exigencies.**

**UGC HUMAN RESOURCE DEVELOPMENT CENTRE  
UNIVERSITY OF NORTH BENGAL**

P.O. North Bengal University, Siliguri, Dist. Darjeeling, Pin: 734013 (West Bengal)

Web site: [www.nbu.ac.in/ugc-hrdc](http://www.nbu.ac.in/ugc-hrdc)

Applications in plain paper/ prescribed form obtainable from the office of the UGC-HRDC by *sending stamped (Rupees five) self-addressed envelope* or from our website duly forwarded by the Principal of the College/ Head of the Department, Dean of the Faculty, are invited from College/ University Assistant Professor / Associate Professor, for the following Refresher Courses (S.R.C. & I.D.C) (21 days), Orientation Programmes (OP) (28 days) and Short Term Courses (S.T.C) (2-7 days). Assistant Professor / Associate Professor 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 OPs and RCs. **The teachers of colleges, who 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 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.

The applications should reach the Director, UGC - Human Resource Development Centre (HRDC) (*Erstwhile UGC Academic Staff College*) of the above address at least *twenty* days before the date of commencement of the course.

Sd/-  
(Prof. Debabrata Mitra)  
Professor & Director  
UGC-HRDC, NBU

## TERMS AND CONDITION OF SELECTION PROCEEDURE 2018-19 ONWARDS

- I. *Selection will be made on the basis of date of due promotion, but not on the basis of seniority. The list of the selection will be available in our website after getting the kind approval of Hon'ble Vice-Chancellor, University of North Bengal.*
- II. *All applicants must enclose the copy of appointment letter with the application form. The applicants completed Ph. D / M. Phil prior to joining the course, must enclose a copy of the certificate(s) with the application form.*
- III. *Normally, selection for a particular course will be made before thirty days of the commencement of the course. However, it will be subject to the availability of the applicants and it will be under the discretion of the Director, HRDC, NBU.*
- IV. *The minimum number of participants shall be thirty for each course. Otherwise the course would be terminated as per UGC norms.*
- V. *Every participant selected for any course under UGC-HRDC, NBU shall have to pay an admission fee (non-refundable) of ₹ 1000/- (Rupees One Thousand only) at the time of admission. The HRDC, NBU will neither be responsible nor be liable for any draft made in advance and is attached thereof with the application.*
- VI. *Accommodation in HRDC, NBU Guest House is subject to availability on the period of the course being conducted by the HRDC. Limited accommodation on tween sharing basis are available and will be distributed accordingly to the distance of the place of work of the incumbent and HRDC, NBU. Candidates denied accommodation as per said procedure need to arrange their own accommodation at the vicinity of the HRDC, NBU.*
- VII. *The TA / DA for RCs (SRC & IDC), OPs will be paid as per UGC norms and it will be transferred to the bank account of the respective participants taken part in various courses after the completion of the courses. However, no TA / DA will be paid for STCs (Short Term Courses). Only local hospitalities (Food and lodging) will be provided for STCs.*

Sd/-  
(Prof. Debabrata Mitra)  
Professor & Director  
UGC-HRDC, NBU

## **CONTACT DETAILS:**

Phone No. (0353) 2580174 / 2004641 (Office),

Fax No. (0353) 2580173 (Office),

E-mail: [ascnbu@gmail.com](mailto:ascnbu@gmail.com) or [hrdcnbu@gmail.com](mailto:hrdcnbu@gmail.com)

***N. B.: ALL MOBILE NUMBERS GIVEN BELOW ARE PERSONAL.  
THEREFORE QUERIES CAN BE SOUGHT ONLY IN OFFICE HOURS  
(MONDAY TO FRIDAY) (11.00 AM TO 5.00 PM)***

+91- 9832521224 / 8759423813 (Mr. Pankaj Mandal) – for TA/DA only.

+91-9641319296/7548043111 (Mr. Bikram Roy) – for application status

+91 – 9609879961 / 9749899509, (Mr. Sanjoy Roy Hakim) - for application status

### **HRDC Guest House:**

0353-2582580 (Office)

+91-9733096586 (M) (Mr. Alokanda Chaudhury (Guddu))

Sd/-

(Prof. Debabrata Mitra)  
Professor & Director  
UGC-HRDC, NBU

+91-9474877362 (**Director– only emergency basis**)



ENLIGHTENMENT TO PERFECTION

## UGC HUMAN RESOURCE DEVELOPMENT CENTRE

(Erstwhile UGC Academic Staff College)

UNIVERSITY OF NORTH BENGAL

(UGC-HRDC, NBU)

P.O. North Bengal University, Siliguri, Dist. Darjeeling, PIN: 734013

Phone: 0353-2580174 / 2004641 Fax: 91-353-2580173,

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### APPLICATION FORM FOR PARTICIPATION IN ORIENTATION PROGRAM (OP)/ REFRESHER COURSE (RC)

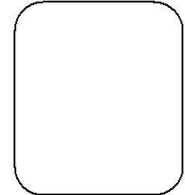
To  
The Director  
UGC Human Resource Development Centre  
University of North Bengal

Sir,

I wish to join the Orientation Programme / Refresher Course in \_\_\_\_\_ to be held from \_\_\_\_\_ to \_\_\_\_\_. I shall abide by the terms and conditions of the course/ programme and will attend each and every session and will participate in every possible way.

My particulars are given below:

1. Full Name : \_\_\_\_\_  
(in block letter)
2. Sex (Male/Female) :
3. Address for communication : \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_ Mob. \_\_\_\_\_ E-mail \_\_\_\_\_
4. Residential Address : \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_ Phone \_\_\_\_\_
5. Category : General/SC/ST/OBC
6. Age : \_\_\_\_\_ 7. Date of Birth : \_\_\_\_\_
8. Name and address of the College/University/Institution : \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_ Phone \_\_\_\_\_
9. The type of College/University/Institution : \_\_\_\_\_  
Govt./Govt. Sponsored/Autonomous /Private
10. Current position/post held :
11. Scale of Pay and present Basic Pay :
12. Nature of the post (substantive/temporary/part time etc.) :
13. Date of appointment to a substantive post :
14. Teaching experience in a substantive post : Year \_\_\_\_\_ Month \_\_\_\_\_
15. Promotion due on (**This is mandatory**) : (DD/MM/YYYY) \_\_\_/\_\_\_/\_\_\_\_\_
16. Papers taught : (a) Undergraduate (b) Postgraduate



17. Academic Qualifications:

| Degree           | Subject | Year | Class/ Div | Marks (%) | University/ College |
|------------------|---------|------|------------|-----------|---------------------|
| B.A/ B.Sc/ B.Com |         |      |            |           |                     |
| M.A/ M.Sc/ M.Com |         |      |            |           |                     |
| M.Phil           |         |      |            |           |                     |
| Ph.D.            |         |      |            |           |                     |

18. Subject, Field of specialization and area of Interest :

19. Research Activities/ Publications if any :

20. (i) Is the College/Institution affiliated to a University? Yes/No

(ii) If yes, name of the affiliating University :

21. Details of OP/RC attended before :

| Programme/ Course<br>(OP/RC/ STC) | Duration |    | Name of the HRDC |
|-----------------------------------|----------|----|------------------|
|                                   | FROM     | TO |                  |
|                                   |          |    |                  |
|                                   |          |    |                  |
|                                   |          |    |                  |

22. Whether accommodation is required: Yes/No :

**Declaration** : I hereby declare that the information given above is true to the best of my knowledge and that I shall abide by the rules and regulations of the Academic Staff College, University of North Bengal.

Place :

Date :

\_\_\_\_\_  
Signature of the Applicant

## RECOMMENDATION OF THE FORWARDING AUTHORITY

I recommend Dr./Mr./Mrs. ....for participation in OP No. : ..... R.C. in ..... to be conducted by the Human Resource Development Centre, University of North Bengal, during the period ..... to .....

*As per UGC Act the College/ University is included under Section 2 (f) (Yes / No) and also comes within the purview of Section 12 (B) of UGC Act (Yes / No). He / She will be released from the College/ Institution/ University for the duration of the above programme/ course.*

Place :

Date :

\_\_\_\_\_  
Signature of the Principal/Teacher-In-Charge/  
Registrar/Head of the Institution  
(with official seal)

### Instructions to the applicants:

- The form should be filled out completely; please keep a photo-copy with you.
- A candidate should submit only one application indicating the particular Program/ Course. However, if she/he is not selected and if she/he wishes to be considered for any subsequent Program/ Course, a letter (duly forwarded by the authority) may be sent to UGC-HRDC,NBU to that effect enclosing a copy of the original application.
- The envelope containing the application should bear the name of the Program/ Course applied for and the duration.**
- All communications should be addressed to The Director (Additional Charge), UGC-Human Resource Development Centre (Erstwhile UGC Academic Staff College), University of North Bengal, P.O. North Bengal University, Siliguri, Dist. Darjeeling, Pin: 734013.

**Note 1** : The UGC-HRDC,NBU, has a very limited number of accommodation available to the participants; the applicants, if selected, should be prepared to arrange their accommodation if the UGC-HRDC NBU hostel is full.

**Note 2** : Any incorrect statement may cause cancellation of the application.