# Revised Schedule for the Year 2019-2020

**Programmes** | **Date** | **Last Date**
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## A. Orientation Programmes
1. 87th Orientation Programme | 10.07.2019 | 30.07.2019 | 10.06.2019
2. 88th Orientation Programme | 10.07.2019 | 30.07.2019 | 10.06.2019
4. 90th Orientation Programme | 05.02.2020 | 25.02.2020 | 05.01.2020
## B(i). Refresher Courses (SRC)
7. Home Science | 05.02.2020 | 18.02.2020 | 05.01.2020
11. Life Sciences | 05.03.2020 | 18.03.2020 | 05.02.2020
12. Biotechnology | 05.03.2020 | 18.03.2020 | 05.02.2020
13. Psychology | 05.03.2020 | 18.03.2020 | 05.02.2020
## B(ii). Refresher Courses (MDC)
## C. Short-term Course
1. ICT in Education | 23.03.2020 | 29.03.2020 | 23.02.2020
2. Academic Administrators | 23.03.2020 | 29.03.2020 | 23.02.2020
3. Disaster Management | 23.03.2020 | 29.03.2020 | 23.02.2020
4. Workshop on MOOC's
   i) e-content development and Open Educational Resources
   ii) Stress Management & Yoga for Teachers | 09.03.2020 | 15.3.2020 | 24.01.2020
5. Principal's Meet | 27.03.2020

**Note i)**: As the above Revised Schedule is tentative, all the programmes and the dates are subject to change. Applications can be downloaded from the University website [mkuniversity.ac.in](http://mkuniversity.ac.in). Duly filled in applications may be sent one month before the commencement of the respective programme. Applicants are informed to carefully read the instructions before filling the applications. Applications which do not furnish the required details and with incorrect information / facts will be summarily rejected.

**Note ii)**: It is informed that those candidates who had already applied for the courses to be conducted for the year 2019-2020, need not apply again.

**Note iii)**: All the above Revised Schedule is tentative and subject to the release of the funds from the UGC.
# APPLICATION FORM

**Orientation Programme:**

**Refresher Course:**

**Short Term Course:**

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**Name (Capital Letter) Dr/Mr./Ms.:**

**Designation and Department:**

**Date of Birth:**

**Category:**

- OC
- BC
- MBC
- SC
- ST

**Gender:**

- Male
- Female

**Religion:**

**Minority Status:**

- Yes
- No

**Date of Permanent Appointment:**

**Teaching Experience:**

- Years
- Month

**Any Career advancement held up because of non-participation in OP/RC:**

- Yes
- No

If yes, Specify the Due Date of the Next Career advancement

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**Institutional/College (Name of the Affiliated University)/University Address:**

**State**: ~

**Pin Code**: ~

**Mailing Address:**

**State**: ~

**Pin**: ~

**Telephone (STD Code)**: ~

**Mobile**: ~

**Email**: ~

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Academic Career

<table>
<thead>
<tr>
<th>Examination</th>
<th>Subjects &amp; Specialization</th>
<th>Percentage of Marks</th>
<th>University</th>
<th>Year</th>
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<tbody>
<tr>
<td>Post –Graduation</td>
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<tr>
<td>M.Phil.,</td>
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<td>Ph.D.</td>
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<tr>
<td>Others</td>
<td>NET /SET</td>
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Details of Course attended (OC/RC) previously:

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of the Course</th>
<th>Institution</th>
<th>Period</th>
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The details given above were verified and found to be correct. I will abide by the rules and regulations of the UGC.

Place:
Date:

Signature of the Applicant

Certificate

1. Certified that the above information is correct to the best of our knowledge.
2. Certified that our College/University is included in the list of Colleges under Sec.2(f) / 12B of the UGC Act 1956.
3. Certified that the applicant is a permanent / self finance teacher and will be relieved for the Programme / Course if selected.

Office Assistant
Office Superintendent

Declaration by the Registrar / Principal

I certify that I will relieve .................................................. (Name of the applicant) of .................................................. Department to attend the OP/RC/STC to be conducted by the Human Resource Development Centre of MKU during ......................to................. In case, the applicant is not selected for this course, he/she may be considered for the course in future.

Date:
Station:

Signature of the Registrar/Principal with Seal

PLEASE NOTE:

1. Please bring a relieving order from the appropriate authority at the time of joining the course. No one shall be allowed to sit in the course without a relieving order.
2. Please enclose self-addressed envelope with stamps.
INSTRUCTIONS:

Application must be forwarded through proper channel.

1. **The dates of Permanent Appointment and next Career Advancement, Phone Number (Mobile Number), E-mail ID and the declaration by the Registrar / Principal to relieve the applicant are must to consider the application.**

2. Cell phone is completely prohibited inside the Seminar hall of the HRDC building.

3. Participants are encouraged to bring their laptops.

4. The filled in application should be sent to **The Director, UGC – Human Resource Development Centre (Formerly Academic Staff College), Madurai Kamaraj University, Madurai – 625 021.** Incorrect information Incomplete application will be summarily rejected.

5. Demand Draft should be drawn in favour of “The Director, UGC – Human Resource Development Centre, Madurai Kamaraj University” payable at Madurai from any Nationalized Bank. Participant must write his/her name, address and course name on the reverse of the Demand Draft (Non Refundable). Suppose the UGC – Human Resource Development Centre is not in a position to conduct the scheduled program due to insufficient number of applicants, the DD may be returned to the applicants by certificate of posting.

6. Demand Draft must be sent only after receiving the selection letter. The UGC – Human Resource Development Centre will not be responsible for the Demand Drafts sent along with the Application form.

7. Advance Copy of the Application will not be considered for selection.

8. The Teacher participants are advised to forward their filled-in application in the prescribed format well in advance prior to the date of commencement of the respective course. The last date will be fixed by the Director, depending upon the response to the course/seats available.