



GUIDELINES / INSTRUCTIONS FOR PARTICIPANTS

(Participants are requested to go through carefully.)

1. Documents to be submitted to the office on the first day for the Programme / Course :

- Relieving Order (Original) from the Registrar / Principal.
- Copy of the Selection Order (for verification only)
- 2 Nos. of recent Passport Size photographs with the name and institution on the reverse side.
- Filled-in Registration Form (to be supplied at the time of Registration)
- Filled-in Participant's Profile (to be supplied at the time of Registration)

Note: The selected applicants will be admitted to the programme, only after submitting the above.

2. Attendance:

- Participants should sign for both Forenoon and Afternoon sessions of the day in separate Attendance Registers.
 - Attendance for all sessions is mandatory.
 - Failure to sign the attendance and late coming will be treated as absence.**
 - Leave of Absence will be recorded in both the Participation and Attendance Certificates.
 - Only Sundays are holidays and all other holidays, including National Holidays are working days for the HRDC.
 - The Participants are not eligible for any leave during the course. Due to unavoidable reasons, if any participant has to be absent, it will be entered in his/her Participation Attendance certificate with due notification to his/her parent institution.
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3. Classroom Discipline:

- No permission will be granted for any participant to enter the class room or to leave the class room in the middle of the class hours.
 - Use of **MOBILE PHONES** by the participants in the class room is strictly **PROHIBITED**.
 - The Registrar / Principal will be informed appropriately about participants who involve themselves in disruptive activities during the class hours/ course or in the administration of the HRDC or Guest House.
 - The formal dress code has to be followed by the participants.
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4. Evaluation of Participants :

- a) There will be an evaluation of participants during the course. Participants are required to get 50% or more to qualify for a pass in the course. Those teacher participants, who get "F" grade are required to repeat the course after a gap of one year without any financial commitment to the UGC-HRDC. Grades obtained will be entered in the certificates.
- b) Evaluation Pattern & Grading System is as follows:

Evaluation Pattern (Subject to Modification)	Marks (Max. 100)	Grading System	
		Score	Grade
Multiple Choice Objective Type Test	30 Marks		
Participants Seminar/Presentation	15 Marks	75% and above	A
Project/ Survey/ Others	20 Marks	60% - 75%	B
Micro Teaching Participation	10 Marks	50% - 60%	C
Holistic Response (Punctuality, Regularity, Initiative, Conduct, Responsiveness, etc)	25 Marks	Below 50%	F

5. Travelling and Daily Allowances (TA / DA):

The HRDC does not pay TA / DA to the participants, as per the guidelines as of the Govt. of Tamil Nadu.

6. Accommodation:

- (a) Teacher Participants have to make their own arrangements for accommodation during the course.
- (b) However, for needy participants who come from far-off places, accommodation may be provided in the Guest House of the HRDC. The Guest House has only a few rooms with limited facilities.
- (c) Preference for accommodation will be given to Women Participants and those who come from far-off places.
- (d) Allotment of rooms will be on first-come-first basis.
- (e) The participants who stay in the Guest House will be charged Rs.100/- per day for the entire duration of the course.**
- (f) The Participants who stay in the Guest House should strictly follow the rules and regulations of the Guest House.
- (g) The participants who violate the rules and regulations of the Guest House and create disturbance to the fellow guests will be asked to vacate the room without prior notice, under intimation to the Registrar/ Principal.
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The Participants are requested to cooperate with the HRDC for the smooth conduct of the of the Programme / Course.

Director