

Bharathidasan University, Tiruchirappalli- 620 023
UGC – HUMAN RESOURCE DEVELOPMENT CENTRE

GUIDELINES FOR PARTICIPANTS

(Participants are requested to go through carefully.)

1. Documents to be submitted to the office on the first day for Admission :

- (a) Acceptance Letter by the Participant (if not already sent).
- (b) Registration Fee - DD for Rs.1,000/- (non-refundable) drawn in favour of **UGC-Human Resource Development Centre**, payable at **Tiruchirappalli**, if not submitted along with the application.
- (c) Relieving order (original) from the appropriate relieving Authority.
- (d) Filled-in Registration Form.
- (e) Filled-in Profile of the Participant.
- (f) Request for Guest House Accommodation, if required.

Note: The teacher participant will be admitted to the programme, only after fulfilling the above items a-f.

2. Attendance:

- (a) Participants should sign for 2 sessions of the day in separate Registers kept in the/ in front of the classroom.
 - (b) Attendance for all sessions is mandatory. Failure to sign the attendance will be treated as ABSENT.
 - (c) Late coming will be treated as absence.
 - (d) Absence will be recorded in the certificate.
 - (e) Only Sundays are holidays and all other holidays, including National Holidays are working days for the HRDC.
 - (f) The Participants of the course are not eligible for any leave during the course due to unavoidable reasons; it will be entered in his/her attendance certificate with due notification to his/her parent institution.
 - (g) The participants should not discontinue the course.
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3. Class Room Discipline:

- (a) 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.
 - (b) Use of **MOBILE PHONES** by the participants in the class room is strictly **PROHIBITED**.
 - (c) Forwarding Authority 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.
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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. Grades obtained will be entered in the certificates.
- (b.) 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.

Evaluation Pattern:

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| (i) | Multiple Choice Objective Type Tests | : 30 Marks |
| (ii) | Seminars/ Participants' Presentation | : 15 Marks |
| (iii) | Project/ Survey/ Others | : 20 Marks |
| (iv) | Micro-Teaching/ Participation | : 10 Marks |
| (v) | Holistic Response (Punctuality, Regularity, Initiative, Conduct, Responsiveness, etc) | : 25 Marks |

Total 100 Marks

Grading System

75% and above	: "A" Grade
60% - 75%	: "B" Grade
50% - 60%	: "C" Grade
Below 50%	: "F" Grade

5. Refreshment, Lunch and Dinner:

- (a) Participants can take Lunch and Refreshments during the break between sessions and dinner at their own cost.
 - (b) For the convenience of the participants and to avoid late entry into the class room, arrangements have been made with the canteen to sell snacks, coffee and tea in a place very close to the venue of the programme. However, Lunch and Dinner will be available only in the canteen on advance booking.
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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 away places, accommodation may be provided in the Guest House of the HRDC. The Guest House has only few rooms with limited facilities.
- (c) Preference for accommodation will be given to Women Participants and those who come from faraway places.
- (d) Teacher participants who stay in the Guest House will be charged Rs.100/- per day for the entire duration of the course.
- (e) Teacher Participants who stay in the Guest House should strictly follow the rules and regulations of the Guest House.
- (f) 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.

Teacher Participants are requested to cooperate with the HRDC for smooth running of the course.

Director, HRDC