UGC - HUMAN RESOURCE DEVELOPMENT CENTRE
BHARATHIDASAN UNIVERSITY

<u>GUIDELINES TO THE COURSE COORDINATORS</u>

1. The Course Coordinators are responsible for evolving the Course Curriculum in consultation with the Director. The course should be so prepared that the content has essential percentage of the core material in the subject along with the required percentage of areas of emergence and priority, essential laboratory and practical component and computer applications with relevant advancement of the subject.

2. The Course Coordinator shall suggest a List of Resource Persons (RPs), who are specialists, experts, and who have made remarkable contribution to the subject. However, the Director can suggest improvements in the panel of RPs.

3. When the course is Inter-Disciplinary/Multi Disciplinary/Extra Disciplinary in nature, Coordinators are requested to plan the curriculum content accordingly and cooperate with the HRDC for the successful conduct of Courses.

4. Every day, the course starts at 10.00 a.m and ends at 5.00 p.m, with a lunch break of one hour between 1.00 p.m to 2.00 p.m. There will be four sessions every day ie, two sessions each in FN/AN respectively. The duration of each session will be 90 minutes.

5. Only Sundays are holidays and all other holidays, including national holidays, are working days for HRDC. However, the Director shall alter the schedule for the smooth conduct of the course.

6. The Coordinators should ensure that the Resource Persons report to the Director at least 15 minutes prior to the commencement of the respective session.

7. The Outstation RPs will be paid TA/DA and remuneration strictly as per the UGC Guidelines. Normally, **no car facility will be given to any Resource Person.**

8. The Local RPs will be paid remuneration and actual conveyance charges @Rs.200/- per-day.

9. There will be a three hour teaching assignment to each Resource Person. Every Resource Person has to submit the soft copy and hard copy of the proposed full lecture notes neatly typed in Microsoft Word (Font: Times New Roman, Font Size: 12) along with five multiple choice questions with answers related to the lecture presentation to be submitted to the Director, HRDC on the date of lecture. The soft copy can also be mailed to the (E-Mail: asc@bdu.ac.in).

10. The Course Coordinator has to compile and edit the course materials in order to provide them to the Teacher Participants for reference at the end of the course.

11. The Course Coordinator shall prepare thirty to sixty multiple choice questions from the Question Bank created by the Resource Persons, to evaluate the Teacher Participants for thirty marks at the end of respective courses.

12. The Director/Course Coordinator shall advise and guide the Teacher Participants on the evaluation system such as assignment/project/seminar/micro teaching and test etc.

13. The Course Coordinator should monitor the course and participants in accordance with the Objectives of the Orientation Programmes (OP)/Refresher Course (RC) and Short Term Courses till the course is concluded.

14. While completing the course, the Course Coordinators should ensure that the Teacher Participants acquired the appropriate skill sets and innovative teaching and research methods, along with updated knowledge, necessary for promoting the welfare of the students and institutions to which they belong.

15. The Course Coordinator is advised to obtain necessary official sanction/permission from his/her Department /University to conduct the course.

16. The Coordinator of the Refresher Course will be paid as per the UGC norms.

17. The Coordinator is entitled to share his/her subject expertise with the participants but they cannot claim any remuneration, DA etc.

18. The Director's decision will be final in all academic and administrative matters.

19. The Teacher Participants should sign the Attendance Register, on both sessions at 10.a.m and 5.00 p.m respectively and no permission will be granted to any participant to enter the class room or to leave the room in the middle of the class hours.

20. Teacher Participants should strictly avoid using cell phone/hand phone inside the class room as well as the HRDC building.

21. The Course Coordinator should submit two reports-one at the beginning of the course (Course Report −I) and another (Course Report −II) at the end of the course to explain the programme planned and activities undertaken in accordance with the plan respetively.

Course Report –I:

1. While preparing Course Report-I, the Coordinator should frame the theme of the curriculum, and the relevance of the theme in the present day context.

2. Coordinators shall plan the curriculum in three units and one unit should be taken up each week programme.

3. Course Coordinators should submit Resource Persons' official address, communication address, with mobile number; e-mail ID, title of the lecture, specialization, date, time/session etc in the prescribed format.

4. Coordinator should ensure that the Resource Persons build their presentation around the theme of the course.

5. The curriculum may be designed to facilitate the learning process and sustain the quality in accordance with the UGC Guidelines.

Course Report – II

1. Course Coordinators should prepare and submit the Course Report-II on the last day of the course, in the light of the Course Report-I. Activities/discussion, interaction and response of the participants and resource persons may be recorded in this Report.

2. Course Coordinators are requested to address the following questions also:

   ➤ How the theme was highlighted in the present day context?

   ➤ The usefulness of course for the career enhancement, development, and academic enrichment

   ➤ Comments and suggestions of the Course Coordinator highlighting the feedback obtained from the participants to improve the course pattern for subsequent programmes.

   Course Coordinators' cooperation and support are very much requested for the smooth conduct of the Courses / Programmes.

   Director