

**CHRIST UNIVERSITY  
BANGALORE – 29**

**ACADEMIC STAFF COLLEGE**

**GUIDELINES  
FOR THE  
ACADEMIC YEAR 2011-12**

## I. INTRODUCTION:

The National Policy on Education (NPE) 1986, in its program of action, makes a pointed reference to the crucial link between teacher motivation and the quality of education. In a very objective manner it aims to improve the **status of teacher** through orientation and refresher courses.

The Government of India, with an exclusive authority in regard to co-ordination and determination of standards in all institutions of higher education, in consultation with UGC; AICTE; BCI; MCI etc, while implementing the IVth pay commission has given necessary direction on requirements of orientation and refresher courses by linking the same to career advancement as a mandatory requirement. The same is applicable to all teachers employed in Universities under Sec. 2f of the UGC Act and in aided affiliated colleges.

Christ University recognizing its role as a transformer of value education with a motto of excellence & service create a right learning platform for its teachers through this refresher and orientation courses.

### Orientation course would be to Assistant Professors in the grade IV & V:

All the Assistant Professors in the grade of AP IV & V should undergo one orientation course organized by the Academic Staff College, which aims to:

- i) develop computer skills, awareness about software; IT based other content, service rules, career advancement schemes, research and development programs etc.
- ii) On Philosophy of Education; Education System & trends thereon; Pedagogy; Personality Development & Management; and Resources Awareness & Knowledge Generation.

In order to provide adequate opportunity for professional development and enhance the inbuilt system of career advancement for higher level of promotion and scale fitment, Christ University makes it mandatory to attend the Orientation and Refresher courses to all its teacher and academic administrators.

## **II. OBJECTIVES:**

To enable teachers to;

- i) Have an awareness about the significance of education in general and higher education in particular;
- ii) Facilitate in acquisition and enhancement of basic skills of teaching to achieve goals of higher education in general and mission of Christ University in particular;
- iii) Keep abreast of the latest and contemporary developments in their discipline;
- iv) Understand the role of teachers in the total system;
- v) Motivate in utilization of opportunities created on campus and available off the campus in development of personality and career;
- vi) Comprehend the linkages between education and socio-economic & cultural developments, with a particular reference to Indian polity, where Democracy, Secularism and Social Equity are the basic tenets of the Society; and
- vii) Build confidence among teacher and other stakeholders.

## **III. ACADEMIC ADVISORY COMMITTEE:**

- |                              |   |   |
|------------------------------|---|---|
| i) Vice Chancellor           | - | Chairman                                      |
| ii) Registrar                | - | Member  |
| iii) Chairman BOS            | - | Member  |
| iv) Two Deans                | - | Member  |
| v) Two eminent professors    | - | Outside University as member                  |
| vi) Two BOS – ASC CU members | - | Member- of which one will be member secretary |

Finance officer and Personnel officer will be special invitees. All the members will be nominated by the Chairman.

#### IV. MEMBERS OF THE BOARD OF STUDIES:

No.	Name	Department	Position
1.	Dr.D.N.S. Kumar	Centre for Research	Chairman
2.	Dr. Harold Patrick	CUIM	Member
3.	Dr. Jain Mathew	Management Studies	Member Secretary
4.	Dr. Ganesh L.	Economics	Member
5.	Dr. Pranesh	Mathematics	Member
6.	Prof. Joy Poullose	Computer Science	Member
7.	Dr. Vaghiswari	History	Member
8.	Dr. Tony Sam George	Psychology	Member

Deans and Personnel Officer will be Ex-Officio members

#### V. REFRESHER COURSE:

Refresher courses on contemporary issues/topics will be conducted deanery-wise on a schematic pattern from Assistant Professor – III grade and above. There will be at least one refresher course during every semester. Deans and HODs should finalize on topics/concepts in consultation with ASC.

Expected outcome of Refresher course(s);

- i. Deliberation on emerging topics in the area,
- ii. Inter-disciplinary approach of learning,
- iii. Emergence of interest areas for research,
- iv. Up gradation in knowledge base of participants,
- v. Inspiration among participants to adopt new methods of teaching, and
- vi. Sense of satisfaction and wisdom of new knowledge.

## **VI. ORIENTATION COURSE:**

The orientation course by the ASC will be open to all the deaneries and will be on topics :

1. Human Rights
2. Sustainable Development
3. Value based Education
4. Indian Education System
5. Philosophy of Education
6. Alternative methods of learning
7. Documentation Centers
8. Leadership, team building and work culture
9. Teacher effectiveness
10. Communication skills
11. National policy on Higher Education
12. Best practices of Institutes of National and International repute.
13. Reforms in Examination System.
14. Career and Profession Planning and Development etc.,

## VII. MODALITIES OF COURSES:

### VII. i No. of Courses:

Course	Levels for Orientation/ Refresher and Promotion	Stage/ Position	No. of Hrs.	Conducted by
Orientation	I	V or IV Assistant Professor	60	*ASC
Orientation	II	III or II or I Assistant Professor	60	ASC
Refresher	II	III or II or I Assistant Professor	60	ASC
Refresher	III	I or II or III or IV Associate Professor	60 + 60	ASC
Refresher	IV	I or II or III Professor	60	ASC
Orientation	V	Dean,Asso. Dean,Director	30	ASC

\* Academic Staff College

Note(a) : completion of Refresher/orientation is mandatory to attain the grade scales in next level of promotion.

Note(b) i : A teacher appointed in the Assistant Professor grade V or IV, will move to next level of Promotion and for Refresher only on completion of Orientation in that level. However, he/she can move in the scale within the level drawn, based on performance appraisal mechanism already in place.

ii: A teacher appointed in the next level are exempted from Refresher / Orientation courses in the previous level(s).

iii: A teacher undergoing the course, need to keep a gap of one year between any of the two courses at all levels, i.e., within and intra level.

That is, a teacher in the levels I to V can move in the scale within the level drawn, based on performance appraisal mechanism already in place.

### **VII. ii Duration of Course:**

Each course will be for a total duration of 60 hours.

### **VII. iii Size of the Batch:**

For **Orientation:** Minimum 20 and Maximum 30 participants

For **Refresher** : Minimum 15 and Maximum 25 participants

Note: In case of deanery which is small in size and specialty of one course and learning outcome, the minimum number may be 08 participants.

### **VII. iv Permission to attend:**

Refresher courses/orientation courses are meant for professional development. A teacher interested in attending the course should not be denied the opportunity as it supplements his/her professional development, provided;

- i. He/she has made an alternative arrangement for academic assignments on hand during the time of R/O course.
- ii. The refresher course is attended in the subject that is relevant to his/her research.
- iii. No extension will be sought to complete the academic assignments.

That is, Deans should permit the teacher participant on application.

### **VII. v Attendance:**

All the participants to the courses should attain 100% attendance, to be eligible for course end test. Absence of any kind or nature will not be considered.

### **VII. vi Implementation Options:**

The Refresher / orientation course should be scheduled for a continuous period of 10 days between 9.00 am to 4.30 pm. The convenient period of the same is November (during study holidays) and April-May (post valuation)

Department of Engineering may schedule the Refresher course based on semester and supplementary course.

The course coordinator should ensure that, the respective course warrants a minimum of thirty hours of effort to build the rigor and scholarship in learning.

### **VII. vii Evaluation of Learning outcome:**

External expert(s) may be asked to assess the learning outcome by the participants on the basis of Multiple Choice test and Essay question(s). The internal evaluation by the resource person(s) will be taken while grading.

#### Weight for total evaluation:

- |                         |   |     |
|-------------------------|---|-----|
| i) *Internal Evaluation | - | 50% |
| ii) Course End Test     | - | 50% |

The grading will be:

- i) A : 75% and above
- ii) B: 60% to less than 75%
- iii) C: 55% to less than 60%
- iv) F: Below 55%

Those teacher participant(s) who get F Grade are unsuccessful in completing the course. Grades scored will also be forwarded to personnel department /Deans/HODs for consideration, during performance appraisal.

\* Components include paper presentation, group discussion, case analysis and project work.

### **VII. viii Certification:**

The certificate of participation will be issued by the ASC, only to those who have successfully completed the course and are eligible for certification.

### **VII.ix Resource Person:**

Resource person to both the courses will be drawn from diverse background, with rich knowledge and experience, who have passion for discussion and from unique fields.

Flexible break up of resource person is:

- |   |   |     |
|---|---|-----|
| i) Distinguished Professors from outside CU | : | 20% |
| ii) Professors from CU                      | : | 40% |
| iii) Executives from Industry               | : | 20% |
| iv) Professionals / Consultants             | : | 10% |
| v) Scholars in the field                    | : | 10% |



**VII.x Remuneration to Resource Person:**

Remuneration payable to a resource person (internal or external) is Rs. 1,500/- per session of 90 minutes, subject to a limit of Rs. 6000/- in a given course. Resource person may be invited within a reasonable limit of 1000 km. However, not more than 50% resource person may be invited on All India level and may be given II AC rail fare. For the local resource person, TA/DA will be provided as per CU norms. Outstation resource person will be accommodated in the CU guest house with prior intimation in this regard.

**VII. xi Course Coordinator:**

BOS members in the respective deanery appoint the course coordinator in consultation of ASC, as a course Coordinator, and will be for one course only. Course coordinator may be non-member of BOS, and will be paid an honorarium Rs. 10000/- as and an incentive of Rs. 5000/- for development of reading materials.

**VII. xii Procedure for Applying to the course:**

Interested teachers should apply to the ASC through proper channel, with an application which can be downloaded from the website of CU or available in the office of Deans.

**VII. xiii Curriculum and Reading Material:**

The curriculum and reading material should be of high quality, in terms of course content and the same has to be drawn after discussion and consultation with outside experts, high graded professionals, academicians, HODs and Deans. The course material should be so prepared that the content has essential percentage of the core material in the subject along with required percentage of areas of emergence on priority, essential laboratory and practical component, and computer application with relevant advancement of the subject(s).

Reading material capturing write up by the Resource persons; Articles in related and allied areas; reports; Case studies; Abstracts; note on latest developments in the subject etc., should be issued to all participants in the beginning of the program.

**VII. xiv Registration Fees:**

Every participant shall pay an admission fee (non-refundable) of Rs.1000/- at the time of admission to the course. The amount so generated will form a part of the grant towards participation cost.

#### **VII.xv HODs/Deans/Associate Deans/Directors Meet:**

ASC may organize one or two meetings of HODs/Deans/Associate Deans/Directors in a year to:

- i) Familiarize them with the philosophy and importance of orientation programmes and refresher courses and persuade them to depute teachers.
- ii) Enable them to understand their new roles as supervisors and
- iii) Facilitate reform in higher education through appropriate modification of managerial systems at various levels.

#### **VIII. SCOPE OF ASC:**

The CU ASC will cater to the needs of the teachers of CU. It will conduct Orientation and Refresher courses.

#### **IX. Functionaries:**

##### **IX.a Functions of ASC:**

- i) Formulate a program of orientation to all teachers of University along with personnel department
- ii) Convene a meeting of BOS to deliberate on matters related to Orientation/Refresher course(s).
- iii) Initiate steps for Academic Advisory Committee of ASC to seek approvals on matters related to ASC activities.
- iv) Identify resource persons in various fields along with Deans & BOS member and take the approval of Chairman AAC of ASC
- v) Set up documentation of ASC activities.
- vi) Announce the courses with invitation and schedule.
- vii) Create a culture of learning and self improvement among teachers.
- viii) Approve the coordinators name proposed by the Deans.
- ix) Provide a forum for widening knowledge base of teachers and pursue them for research studies.
- x) Provide an introduction to new methods and innovation in higher education.

**IX.b Functions of member of BOS:**

- i) Formation of clusters for Refresher courses.
- ii) Assistance to coordinator in preparation of curriculum and reading material.
- iii) Assistance to coordinator and ASC in identification of resource persons.
- iv) Participation in courses (on rotation basis) to encourage the participants and build an improved rapport with resource persons.

**IX.c Role of Deans:**

- i) Identification of latest topics, subjects, modules in the Deanery for Refresher course.
- ii) Assisting coordinator and ASC in identification of Resource persons.
- iii) Approval of teacher applicant to courses based on need and gap felt.
- iv) Making necessary suggestions on improvement of courses.

**IX.d Functions of Course coordinator:**

- i) Preparation of curriculum and reading materials.
- ii) Finalization on Resource persons in consultation with ASC
- iii) Preparation of list of participants and brief profile of participants.
- iv) Scheduling of tests, presentations etc.
- v) Evaluation of tests with the help of externals.
- vi) Forwarding profile of resource persons to participants.
- vii) Coordinating with ASC for all such activities related to the smooth conduct of the course.

**X. PROCEDURE FOR APPROVAL OF FINANCE:**

ASC should prepare the budget for orientation and refresher courses planned for the academic year and place before the Academic Advisory Committee for approval.

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