

## DECLARATION

The Information furnished above is true to the best of my knowledge. I agree to abide by the rules and regulations governing the Course. If selected, I shall attend the course definitely for the entire duration. I also undertake the responsibility to inform the Director, UGC-Human Resource Development Centre, JNTUH, sufficiently in advance (at least one week), in case I am unable to attend the Course.

Place :  
Date :

Signature of the Applicant  
Name:

## SPONSORSHIP CERTIFICATE

Certified that \_\_\_\_\_ is a regular employee of our institution since \_\_\_\_\_, and is hereby sponsored for the Refresher Course on “**English Language Teaching**”, at UGC – Human Resource Development Centre, JNTU Hyderabad during the period **19-02-2018 to 12-03-2018**. From the year \_\_\_\_\_, our College is affiliated to \_\_\_\_\_ University, which is approved by the UGC. Our College is ..... (included / not included) under 2(f) & 12(b) of UGC act. He /She will be permitted to attend the course without fail, if selected.

Signature of the Registrar /  
Principal / Director with Seal

Place:  
Date :

### **Note to Sponsoring Authority:**

1. It is mandatory that the sponsored teachers, if **selected**, should be deputed for the Course.
2. **Hardcopy application along with Rs. 1000/- D.D. is compulsory for confirming the participation.**

### **Financial Assistance:**

Outstation Teacher-participants may be paid upto a limit of A/C III tier railway fare (all trains) or A/C deluxe bus fare **on production of tickets.**

### **Accommodation:**

Accommodation will be provided to all non-local participants at University Guest House of JNTUH, Kukatpally, Hyderabad.

### **Venue:**

UGC-Human Resource Development Centre, JNT University Hyderabad, Kukatpally, Hyderabad - 500 085.

### **Important Dates:**

Last date for Receipt of Application at UGC - HRDC, JNTUH, Hyderabad	: 09-02-2018
Intimation of Selection to the candidates through e-mail/web/letter	: 10-02-2018
Confirmation by Participants by e-mail / FAX / Letter	: 12-02-2018
Course Commencement	: 19-02-2018

Advance copy of application may be submitted through e-mail followed by hardcopy.

**Note:** Participants are requested to look into website regularly for Selection List and for any other important information. **Even if the hard copy of the selection letter is not received by the selected participant, web information can be taken as authentic and he / she can attend the Course by producing the relieving letter from the concerned authorities.**

### **Address for all Correspondence:**

**The Director**  
UGC – Human Resource Development Centre,  
JNTU Hyderabad  
Kukatpally, Hyderabad - 500 085  
Telangana State, INDIA

Phone: 040- 23151610  
040 - 23158661-4 Extn. 2310 / 2316 / 2312 / 2313  
e-mail: directorhrdcjntuh@yahoo.com  
directorhrdcjntuh@jntuh.ac.in  
web: www.jntuhhrdc.in

## **Refresher Course on “English Language Teaching”**

**(19-02-2018 to 12-03-2018)**

*Sponsored by*  
**University Grants Commission**

**Coordinator:**

**Dr. N.V.S.N. Lakshmi**

Asst. Professor of English, Dept. of H&SS  
JNTUH College of Engineering,  
Kukatpally, Hyderabad, T.S.

*Organized by*



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE**  
**Jawaharlal Nehru Technological University Hyderabad**  
Kukatpally, Hyderabad - 500 085  
Telangana State, INDIA

**Introduction:**

The UGC-Academic Staff College shall be known as UGC-Human Resource Development Centre (UGC-HRDC) hence forth as per XII Plan guidelines of the scheme 'Regional Centre for Capacity Building' (RCCB) and 'Human Resource Development Centre' (HRDC).

The UGC-Human Resource Development Centre, Jawaharlal Nehru Technological University Hyderabad organizes Orientation Courses, Refresher Courses, and Short Term Courses on thrust areas for in-service teachers and also for newly appointed teaching faculty on a regular basis.

**The Refresher Course will enable the teachers to:**

- Provide opportunities for teachers in service, to exchange experience with their peers and learn mutually from each other;
- Provide a forum for serving teachers to keep themselves abreast of the latest advances in various subjects;
- Create the culture of learning and self improvement among the teachers;
- Provide opportunities to further widen their knowledge and to pursue research studies, and
- Give an introduction to new methods and innovations in higher education and enlighten them so that the participants can in turn develop their own innovative methods of instruction.

During the current academic year 2017-2018, a Three-Week Refresher Course on “**English Language Teaching**” is proposed to be organised during **19-02-2018 to 12-03-2018**, in the campus of JNT University Hyderabad. The number of participants is limited to a maximum of 40, and the selection will be based on the priority of ‘first -come-first-serve’.

**Eligibility:**

- **Teachers working in Universities and Colleges**, that are included under section 2(f) of the UGC Act, even though they may not yet be fit to be included under Section 12 (B), are eligible to participate in this course. The teachers of colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a University for at least two years, will be permitted to participate in this course. However they won't be paid TA/DA and other allowances for attending these courses.
- **Faculty of English language.**

- Teachers have to be sponsored by the concerned Principal of the College / Head of the Institution for considering the participation in the Course.
- It is mandatory that sponsored teachers, if selected, should participate in the Course.
- **Part-Time/Adhoc/temporary/contract teachers** who have been teaching for at least three academic sessions in an Institution which has been affiliated to a University for at least two years may be permitted to participate in the Course.

**Registration Fee:**

Every Teacher Participant shall pay an admission fee (non-refundable) of Rs. 1000/- through D.D. in favour of Director, UGC-Human Resource Development Centre, JNT University Hyderabad, payable at Hyderabad, along with the through proper channel application.

**Confirmation by Participants:**

Confirmation by Participants is a must, as per the date specified overleaf. If the confirmed number of participants is less than 30, the course may be re-scheduled.

**Main Subject Contents:**

- **History and Methods of English Language Teaching (ELT)**
- **Teaching Basic Language Skills and Study Skills**
- **Teaching Learning Process**
- **Developing Materials**
- **CALL and ICT in Language Teaching**
- **Nuances of Assessment, Testing and Evaluation**
- **Teaching Communication Skills and Soft Skills**
- **Neutralization of Mother Tongue Influence**
- **Paradigm Shift in Current Research Trends in ELT**

(\* contents may vary slightly)

**Note:**

During the course, each teacher-participant will be required to present a seminar presentation and also work on a mini project on important topics related to the theme of this course.

**Faculty:**

Resources persons are drawn from IITs, NITs, EFLU, UoH, JNTUH, OU, Industries and R & D Establishments.

**APPLICATION FORM**  
**Refresher Course on**  
**“English Language Teaching”**

1. Name: .....
2. Date of Birth & Age: .....
3. Gender (M / F): .....
4. Qualifications:.....
5. Category: SC/ST/OBC/Any other.
6. Teaching Experience:.....
7. a) Designation :  
b) Department:  
c) Pay Scale & Present Basic :
8. a) Institution :  
b) Affiliating University:
9. Whether your University/College is included under 2(f) & 12 (B) of UGC act: YES / NO
10. Address for Communication:  
.....  
.....  
.....
11. College Address:  
.....  
.....  
.....
12. Phones Nos:  
(O)..... (R).....  
MOBILE:..... Fax:.....  
E - mail ID: .....
13. D.D.No., Date and Bank details:  
.....
14. Nearest Railway Station :.....
15. Previous Participation in UGC-HRDC Orientation & Refresher Courses:

S. No	Course Title	Date	Place