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 Short Term Course on **"Soft Skills and Professional Ethics",** at UGC – Human Resource Development Centre, JNTU Hyderabad during the period **17-12-2018 to 22-12-2018**. 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:

- It is mandatory that the sponsored teachers, **if selected,** should be deputed for the Course.

Financial Assistance:
The 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**.

Boarding and Lodging:
Accommodation will be provided to the non-local participants at University Guest House of JNTUH, Kukatpally, Hyderabad, on twin sharing basis.

For non-local participants Breakfast, Lunch and Dinner may be provided at Rs. 170/- per participant per day.

For local participants Lunch may be provided at Rs. 80/- per participant per day.

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	:	**01-12-2018**
Intimation of Selection to the candidates through e-mail/web/letter	:	**04-12-2018**
Confirmation by Participants by e-mail	:	**06-12-2018**
Course Commencement	:	**17-12-2018**

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

040- 23151610
040 - 23158661-4 Extn. 2310 / 2316 / 2312 / 2313
Mobile: 8008103814 (All working days from 10.30 am to 5.00 pm only)
e-mail: directorhrdcjntuh@jntuh.ac.in
web: www.jntuhhrdc.in

Short Term Course on

"Soft Skills and Professional Ethics"

(17-12-2018 to 22-12-2018)

Sponsored by
University Grants Commission

Coordinator:

Dr. N.V.S.N. Lakshmi
Assistant Professor of English
Dept. of H&SS, JNTUH CEH, Hyderabad

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 Short Term Course aims 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 2018-2019, a One-Week Short Term Course on **"Soft Skills and Professional Ethics"** is proposed to be organised during **17-12-2018 to 22-12-2018,** 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 from all branches of Engineering, Sciences, Arts, Commerce and Management.**
- 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.

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.

How to Apply:
A filled-in form of application duly signed by the faculty member and forwarded by the Head of the institution, along with Demand Draft, should reach the Director, UGC-HRDC, JNTUH, on or before 01-12-2018.

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:

- ✓ **Developing Communication Skills and Soft Skills**
- ✓ **Time Management and Stress Management**
- ✓ **Team Building and Leadership Qualities**
- ✓ **Problem Solving and Decision Making**
- ✓ **Professional (N) etiquette**
- ✓ **Critical thinking and Creativity**
- ✓ **Soft Skills and Teacher Effectiveness**
- ✓ **Human Values and Professional Ethics**

(Contents may vary slightly)

Faculty:
Resources Persons are drawn from IITs, NITs, EFLU, UoH, JNTUH, OU and different Institutions, Industries and R&D establishments.

APPLICATION FORM
Short Term Course on
"Soft Skills and Professional Ethics"

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. Accommodation Required? YES / NO
16. Breakfast, Lunch, Dinner, Tea & Snacks required? (for Non-Local Participants) YES/NO
17. Lunch, Tea & Snacks required? (for Local participants) YES/NO
18. Previous Participation in UGC-HRDC Orientation & Refresher Courses:

S. No	Course Title	Date	Place