



**CHRIST**  
UNIVERSITY  
BANGALORE, INDIA

Declared as Deemed to be University under Section 3 of UGC Act 1956

## **CU - ACADEMIC STAFF COLLEGE**

### **REVISED REGULATIONS**

**2015**

## **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, orientation, and quality improvement programmes.

## **II. OBJECTIVES:**

To enable faculty members 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;
- vii) Support faculty members, departments, and deaneries in pursuit of achieving the strategic goals of strategic plan 2015-18, and
- viii) Build confidence among teacher and other stakeholders.

### III. ACADEMIC ADVISORY COMMITTEE:

	<b>Name</b>	<b>Official</b>	<b>Position</b>
1.	Dr. (Fr.)Thomas C Mathew	Vice Chancellor	Chairman
2.	Dr. Anil J Pinto	Registrar	Member
3.	Dr. Erode Prabhakaran	Associate Professor, IISc-Bengaluru	Member
4.	Dr. Madhavi Lokhande	Sr. Associate Dean. Welingkar Institute of Management & Research, Bengaluru	Member
5.	Dr. Mallika Krishnaswami	Dean	Member
6.	Prof. Suresh Pai	Associate Dean	Member
7.	Dr. Anuradha S	Associate Professor and BOS Member	Member
8.	Prof. K Balachandran	Associate Professor and BOS Member	Member
9.	Dr.(Fr.) Varghese K. J.	Chief Finance Officer	Member
10.	Prof. K. A. Chandrashekar	Personnel Officer	Member
11.	Dr. D.N.S. Kumar	Chairman, BOS, CU-ASC	Member Secretary

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

	<b>Name</b>	<b>Department</b>	<b>Position</b>
1.	Dr.D.N.S. Kumar	Centre for Research-Projects	Chairman
2.	Prof. Raghunandan	CUFE	Member
3.	Prof. Vasanta V.L.	Bio-Technology	Member
4.	Dr. Tomy Kallarakal	Tourism	Member
5.	Dr. Shampa I Dev	School of Law	Member
6.	Dr.Anuradha Sathyaseelan	Psychology	Member
7.	Dr. Nithila Vincent	Commerce	Member
8.	Dr. T.V. Joseph	Mathematics	Member
9.	Prof. Balachandran	CUFE	Member
10.	Prof. Suresh A	CUIM	Member
11.	Prof. Latha Ramesh	CUIM	Member
12.	Dr. Kavita Desai	Professional Studies	Member Secretary

Deans/Associate Deans, and Personnel officer will be Ex-Officio members

## **V. ORIENTATION COURSES:**

- i. 10 days specific orientation course
- ii. 5 days general orientation course

### **10 days Orientation course would be for Assistant Professors in the grade IV and 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,

- i) To 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.

**5 days Orientation course, which is general in nature, is for all the faculty members joined after 1<sup>st</sup> April 2014. This programme would focus on various aspects, activities, centres, departments, facilities at Christ University and two days experiential learning on CSA site.**

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.

The orientation course by the CU-ASC will be open to all the deaneries and will be on topics, such as:

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

## **VI. REFRESHER COURSE:**

Refresher courses on contemporary issues/topics will be conducted deanery-wise on a schematic pattern from Assistant Professor – III grade and above. Deans and HODs should finalize on topics/concepts in consultation with CU-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.

## **VII. QUALITY IMPROVEMENT PROGRAMME:**

The Quality Improvement Programme (QIP) is about domain knowledge, aimed at capstone area(s). In order to upgrade the knowledge and skills of faculty members working in departments/functional areas/clusters the short term QIP programmes in the emerging areas of subject/discipline are encouraged.

The main objective of the programme is to upgrade the expertise and capabilities of the faculty members.

The other objectives are:

1. To understand the subject in a broader perspective,
2. To discuss on scope, depth & breadth in understanding the subject,
3. To identify the research areas, &/or methodology of research through an experiential discussion/analysis/visit etc., and
4. To build subject/discipline specific competencies.

## VIII. MODALITIES OF COURSES:

### VIII. i No. of Courses:

Course	Levels for Orientation/ Refresher and Promotion	Stage/ Position	No. of Hrs.	Conducted by
10 days-Orientation	I	V or IV Assistant Professor	60	CU-ASC
5 days-Orientation	I	All faculty members –joined after 01/4/2014	30	CU-ASC
Refresher	II	III or II or I Assistant Professor	60	CU-ASC
Refresher	II	I or II or III Associate Professor	60	CU-ASC
Refresher	II	I or II or III Professor	60	CU-ASC
Quality Improvement Programme	III	All Faculty members- Department level	3 QIPs of 3 days or 2 QIPs of 5 days equal to One Refresher	CU-ASC
Orientation	IV	Dean, Asso. Dean, Director	30	CU-ASC

Note(a) : Completion of Orientation(s), Refresher/QIPs 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(s) in that level. However, he/she can move in the scale within the level drawn, based on performance appraisal system already in place.

ii: A teacher appointed in the level II or III are exempted from general Orientation programme. However, specific Orientation and courses in those levels is mandatory. The same should be completed within one & one-half years of joining.

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 IV can move in the scale within the level drawn, based on performance appraisal mechanism already in place.

**VIII. ii Duration of course(s):**

5 days orientation	: 30 hours
10 days orientation	: 60 hours
Refresher	: 60 hours
QIP	: 18/30 hours

**VIII. iii Size of the Batch:**

For <b>Orientation:</b>	Minimum 20 and Maximum 30 participants
For <b>Refresher</b> :	Minimum 15 and Maximum 25 participants
For <b>QIP</b> :	Minimum 05 and Maximum 30 participants

**VIII. iv Permission to attend:**

Refresher courses/orientation courses/QIP 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 Refresher/QIP/Orientation course.
- ii. The refresher course/QIP is attended in the subject that is relevant to his/her discipline/research.
- iii. No extension will be sought to complete the academic assignments.

HODs and Dean should permit the teacher participant on application.

**VIII. 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 (QIP 3 or 5 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 end and supplementary course.*

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

### VIII. 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.

*Note: Co-ordinator(s) who attend the refresher course/QIP will not be part of evaluation.*

\* Components include paper presentation, group discussion, case analysis/project work, field visit & report writing and so on.

### VIII. viii Certification:

**A certificate will be issued by the CU-ASC, only to those who have successfully completed the course.**



#### **VIII.ix Resource Person:**

Resource person to both the courses will be drawn from diverse background, with rich knowledge and experience.

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% |

#### **VIII.x Remuneration to Resource Person:**

Remuneration payable to a resource person (internal or external) is Rs. 2,500/- per session of 90 minutes, subject to a limit of Rs. 10000/- in a given course. Resource person may be invited within a reasonable limit of 1000 km. However, not more than 50% of the resource person may be invited on all India level and may be extended II AC rail fare. For 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.

#### **VIII. xi Course Coordinators:**

BOS members in the respective deanery may appoint the course coordinator in consultation with respective HOD/Dean, as a course Coordinators, and will be for one course only. Course coordinators may also be a non-member of BOS. Coordinators will be paid an honorarium of Rs. 10,000/- each (Rs. 5,000/- for QIP) and an incentive of Rs. 5,000/- for developing reading material.

#### **VIII. 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.

#### **VIII. 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.

#### **VIII. xiv Registration Fees:**

An amount of Rs. 1000/- is to be paid by the participants as registration fee for Orientation and Refresher Programs. However, no registration fees to be paid in case of QIP and 5 day Orientation program.

#### **VIII.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.

### **IX. SCOPE OF CU-ASC:**

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

### **X. FUNCTIONARIES:**

#### **X.a Functions of CU-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 CU-ASC to seek approvals on matters related to CU-ASC activities.
- iv) Identify resource persons in various fields along with Deans & BOS member and take the approval of Chairman AAC of CU-ASC
- v) Set up documentation of CU-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.

**X.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 CU-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.

**X.c Role of Deans:**

- i) Identification of latest topics, subjects, modules in the Deanery for Refresher course.
- ii) Assisting coordinator and CU-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.

**X.d Functions of Course coordinators:**

- i) Preparation of curriculum and reading materials.
- ii) Finalization on Resource persons in consultation with CU-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 CU-ASC for all such activities related to the smooth conduct of the course.

**XI. 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.

Dr. D.N.S.KUMAR  
Chairman, BOS, CU-ASC

Dr. (Fr.) Thomas C Mathew  
Vice Chancellor