



**HRDC (FDP)**

**ST JOSEPH'S  
UNIVERSITY**  
BENGALURU . INDIA

## **OBJECTIVES**

- a. To organize induction programs for the new faculty
- b. To organize immersion program with objectives/focus on counselling, mentoring and other skill enhancement program.
- c. to increase access to high quality education regardless of budget or location and tailor lesson plans to individual needs by organizing specially designed orientation programmes on pedagogy, based on free massive online open courses (MOOCs) and hybrid classes, adaptive learning software, and the unbundling of traditional degree credits.
- d. to organize blended learning programmes (induction/ orientation/refresher courses)for serving teachers, with a focus on outcomes rather than the output, covering every teacher at least once in three to five years so that they don't see themselves as mere instructors, but as designers, and members of a learning development team with particular goals in mind.
- e. to encourage teachers to develop in-house education-technology incubators that help entrepreneurial start-ups get off the ground by providing them with research, mentorship and connections and linking them to capital and to participate in seminars, symposia, workshops, etc.
- f. to organize one week programme on a theme based topics like Academic leadership, Technology Enhanced Learning, Disaster Management, Gender Sensitization, IPR, Social Connect Programme and Learning Outcome Based Education including evaluation.
- g. to organize specially designed induction/orientation programmes/refresher courses in respective field of enquiry .

The following main target groups have been identified for capacity building, knowledge enhancement and similar other programmes with the objective of a holistic approach focused on transformation of our institutions of higher education to a more facilitating academic environment conducive to innovations, creativity and quality advanced learning and research:

- Faculty members in institutions of higher learning engaged in teaching and research
- Teacher Educators: the resource persons of HRDCs
- Key non-academic functionaries in institutions of higher learning for better governance and to facilitate efficient use of various fast growing ICT resources and applications
- Research scholars

## **Standing Committee**

The Six members' constituting the Standing Committee

1. Vice – Chancellor – Chairman of the Committee
2. 4 Deans of Schools
3. Director of HRDCs.

## **Structure of HRDC (FDP)**

1. Professor-Director
2. Assistant Professor
3. Non-teaching staff

## **Functions of an HRDC (FDP)**

The functions of Human Resource Development Centre will be to plan, organize, implement, monitor and evaluate induction/orientation programmes for newly appointed College/university lecturers within the jurisdiction of one or more universities in the country. An HRDC will also organize refresher courses for serving teachers, and orientation programmes for senior administrators and heads of department, principals, officers, etc. They shall also conduct Teacher Induction Program and assist in Student Induction Program.

Specifically, an HRDC will:

- a. Formulate a programme of orientation along the broad guidelines.
- b. Identify resource persons in various fields of specialization for running the orientation course and refresher courses, and familiarize such resource persons with the philosophy and guidelines for the courses.
- c. Produce specially designed material required for effective implementation of the courses.
- d. Create a culture of learning and self-improvement among teachers so that it becomes an integral part of the educational system at the tertiary level.
- e. Organize orientation programmes for heads of department, deans and other decision-makers to familiarize them with the philosophy of orientation to facilitate reform in higher education through appropriate modification of the management

systems at various levels.

- f. The refresher courses run by the HRDC will provide opportunities for teachers in service to exchange experience with their peers and to mutually learn from each other.
- g. Provide a forum for serving teachers to keep themselves abreast of the latest advances in various subjects
- h. Provide opportunities to further widen their knowledge and to pursue research studies.
- i. Provide an introduction to new methods and innovations in higher education so that the participants can in turn develop their own innovative methods of instruction.
- j. The thrust areas for each refresher course will be decided by the director in consultation with the course coordinator.

### **ELIGIBILITY, TARGET GROUP AND DURATION**

Faculty members working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit under Section 12 (B), may be invited to participate in the orientation and refresher courses. The teachers of colleges that do not yet come within the purview of Section 2(f), but have been affiliated to a university for at least five years, will be permitted to participate in the courses.

### **Induction Programme for Newly Appointed Assistant Professors**

It is mandatory for every newly appointed teacher to attend induction programme within one year of his/her appointment prior to his or her regularization/confirmation. The main purpose of induction programme is to make a teacher aware about the administrative set-up, sensitize him/her to classroom realities and understand the bond between different stakeholders for realizing the professional aspirations and developing as agents of socio-economic change and national development.

## **Blended Orientation Programme**

Under the programme, it is intended to inculcate in young lecturers the quality of self-reliance through their awareness of the social, intellectual and moral environment.

**Refresher course**, participation in the orientation programme is a prerequisite for admission. The teacher may opt for a refresher course after a one-year gap following an orientation course. Also, there should be a minimum gap of one year between two refresher courses, though it may be relaxed if an adequate number of participants is not available or it is essential for the teacher to fulfil eligibility conditions for career advancement as prescribed by UGC from time-to-time.

The orientation programme will be of Three weeks duration, with minimum of 18 working days and 108 contact hours (six hours a day, six days a week). The refresher course will be of Two weeks duration, with minimum of 12 working days and 72 contact hours (six hours a day, six days a week), excluding Sundays. The number working of working days shall not be compromised while conducting these programs.

Part-time / Ad-hoc/ temporary / contract teachers who have been teaching for at least three academic sessions in an institution without differentiating them on the basis of type of management, which has been affiliated to a University programme / Refresher Course to enhance their skills.

Universities and colleges will allow interested teachers who attend UGC-HRDC programmes based on their eligibility. Otherwise, valid reasons will have to be intimated to the teachers concerned, as the course organized for their teachers will ultimately benefit the University and colleges.

## **Evaluation of Participants**

The grading will be as follows:

- (i) A+: 85 percent and above
- (ii) A: 70 per cent to less than or equal to 84 percent
- (iii) B: 60 per cent to less than or equal to 69 per cent
- (iv) C: 50 per cent to less than or equal to 59 per cent
- (v) F: Below 49 per cent

**ST JOSEPH'S UNIVERSITY BANGALORE -27**

**INDUCTION PROGRAMME SCHEDULE FOR NEW FACULTY**

**FOCUS: - ON BOARDING PROCESS, TEACHING, LEARNING AND CLASSROOM MANAGEMENT**

**VENUE: SEMINAR HALL, 2<sup>nd</sup> FLOOR, MAGIS BLOCK**

Tuesday, July 4 <sup>th</sup> 8.30 am to 9 am	❖ Registration	HRDC Committee
July 4 <sup>th</sup> 9 am to 10 am	❖ Briefing about the programme ❖ Self-introduction of the faculty ❖ virtual campus tour	Prof Clement Dsouza
July 4 <sup>th</sup> 10 am to 10.30 am	❖ Invocation ❖ Inauguration	Invocation- Dr. Usha Priyadarshini Vice-Chancellors Address-Fr Victor Lobo SJ
<b>Date</b>	<b>Topic</b>	<b>Presenter</b>
July 4 <sup>th</sup> 10.30 am – 1.00 pm	On boarding process	Col. K.C Menon CHRO & Ms. Alice Dsouza, HRO
July 4 <sup>th</sup> 1.00 pm – 2.00 pm	lunch	Regular lunch break for all the sessions, except on Saturday.
July 4 <sup>th</sup> 2.00 pm – 3.00 pm	Training & Practice - on University Anthem-I	By University Choir
July 4 <sup>th</sup> 3.00 pm – 4.15 pm	Administrative Structure at SJU	Dr Melvin Colaco, Registrar
Wednesday, July 5 <sup>th</sup> 9 am to 10.15 am	Journey of SJC, a brief history	Mr Anuplal, Head dept. of IR & Sociology
July 5 <sup>th</sup> 10.30 am – 11.45 am	Principles of Jesuit higher education	
July 5 <sup>th</sup> 11.45 am – 1.00 pm	Counselling at SJU	Dr Neetha Pereira, Head department of Counselling
July 5 <sup>th</sup> 2.00 pm – 3.00 pm	Research, journal management and pedagogy-1	Dr Fr Roshan Castelino SJ, Director Research Centre
July 5 <sup>th</sup> 3.00 pm – 4.15 pm	Research, journal management and pedagogy-II	Dr Fr Roshan Castelino SJ, Director Research Centre
Thursday, July 6 <sup>th</sup> 9 am to 10.15 am	Mentoring at SJU	Dr. Ronald Maschrenus, Pro Vice Chancellor
July 6 <sup>th</sup> 10.30 am – 11.45 am	IQAC	Dr Madappa, IQAC Coordinator
July 6 <sup>th</sup> 11.45 am – 1.00 pm	Effective Classroom Management	Dr. Cherian Alexander
July 6 <sup>th</sup> 2.00 pm – 3.00 pm	Training & Practice - on University Anthem-II	By University Choir
July 6 <sup>th</sup> 3.00 pm – 4.15 pm	Teaching and learning process in university class room	Dr. Etienne Rassendren
Friday, July 7 <sup>th</sup> 9 am to 10.15 am	Effective use of Library resources for academic research and Publication	Dr Shivakumar, University Librarian
July 7 <sup>th</sup> 10.30 am – 11.45 am	Classroom diversity	Prof Vijitha
July 7 <sup>th</sup> 11.45 am – 1.00 pm	Social awareness and university education	Dr. Etienne Rassendren
July 7 <sup>th</sup> 2.00 pm – 3.00 pm	Micro Teaching -I	Dr. Gerard Rozario.J, Dept. Of Mathematics



July 7 <sup>th</sup> 3..00 pm – 4.15 pm	Micro Teaching -II	Dr. Gerard Rozario.J, Dept. Of Mathematics
Saturday, July 8 <sup>th</sup> 9 am to 10.00 am	Teaching teacher :Style & professionalism -I	Dr.Jebamalai, Former Principal adviser & Director general UNIDO, Vienna Austria
July 8 <sup>th</sup> 10.30 am – 11.30 am	Teaching teacher :Style & professionalism-II	Dr.Jebamalai, Former Principal adviser & Director general UNIDO, Vienna Austria
Monday, July 10 <sup>th</sup> 9 am to 10.15 am	Self-Awareness a path to empathetic teaching	Grace Prerana (Dept. of Commerce)
July 10 <sup>th</sup> 10.30 am – 11.45 am	Encouraging Multi-disciplinary approach amongst students and role of faculties in it	Raj Kiran C A (Dept. of Commerce)
July 10 <sup>th</sup> 11.45 am – 1.00 pm	Teaching Peadgogy	Teena Joseph (Dept. of Commerce)
July 10 <sup>th</sup> 2.00 pm – 3.00 pm	Magis Creativity and Student Life	Dr Arul Mani, Dean School of Languages
July 10 <sup>th</sup> 3..00 pm – 4.15 pm	SJU and outreach	Mr. Ebenezer (Dept. of Management)
Tuesday, July 11 <sup>th</sup> 9 am to 10.15 am	The power of balance: managing employee stress for peak performance	Mr. Hellius (Certified fitness coach)
July 11 <sup>th</sup> 10.30 am – 11.45 am	SJU Examination and evaluation	Mr. Cyril, Deputy Superintend of Examination
July 11 <sup>th</sup> 11.45 am – 1.00 pm	Work life balance	Mr Prashanth, Coordinator Shift III
July 11 <sup>th</sup> 2.00 pm – 3.00 pm	Training & Practice - on University Anthem - III	By University Choir
July 11 <sup>th</sup> 3..00 pm – 4.15 pm	Address by vice chancellor	
July 14 <sup>th</sup> - 25 <sup>TH</sup>	Teaching skill enhancement (School-wise)	Dr. Gerard Rozario.J, Dept. Of Mathematics

  
Prof Clement Dsouza  
Coordinator

  
Dr Fr Victor Lobo, SJ  
Vice Chancellor