

To  
The General Secretary/ President,  
ABPC

Subject: Request for information/ suggestions regarding organization of Orientation Programmes, Refresher Courses, Short Courses, etc.

Sir/ Madam,

You are perhaps aware of the fact that UGC has upgraded the UGC-Academic Staff Colleges (ASC) to UGC-Human Resource Development Centres (HRDC) with provision of more academic responsibility. It is also to be noted that the UGC-HRDC, University of Calcutta has been celebrating its 25 years of glorious existence during 2015-16. Therefore, we are trying to organize some novel courses for the college and university teachers and academic administrators to enhance their core competence befitting in the contemporary world knowledge systems.

I take this opportunity to invite information/ suggestions from your esteemed organization on the following matters so that our proposed courses for the FY 2016-17 are more need-based and meaningful:

- (a) The estimated number of teachers available for participation in Orientation Programmes (OP) from the colleges and universities of West Bengal.
- (b) The topics which should be included in the OPs for enhancement of overall performance of the newly recruited young teachers in their higher education institutions.
- (c) The subjects/ disciplines in which Refresher Courses must be organized so that there will be no hardship in career advancement of the teachers.
- (d) Name of the inter-disciplinary courses along with their coverage of various subjects/ disciplines in which less number of participants are available.
- (e) Short courses that can be organized for the senior academics (Associate Professors, Professors, Directors of the Centres, etc.) and academic administrators (Principals, Teachers-in-Charge, Heads of the Departments, IQAC Coordinators, etc.)

You are also requested to give suggestion(s) that may improve our (UGC-HRDC, CU) efficiency in organizing the programmes. I solicit your positive response by a reply e-mail before 10 January 2016. Wishing you a very prosperous NEW YEAR-2016,

With warm regards,  
Yours sincerely,  
Prof. L. N. Satpati  
Hony. Director,  
UGC-HRDC, University of Calcutta