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**Library Educator’s Certificate Course 2016 (Hindi)**

**Course Application Form**

This form is available in Hindi and can be downloaded from [www.libraryeducators.in](http://www.libraryeducators.in)

**Application Instructions**

1. Please read the course prospectus before applying. All details relating to the course duration, format and requirements are available in the prospectus and it is the responsibility of the applicant to go through them in entirety. Submission of this form automatically indicates understanding of and an agreement with those conditions and requirements.
2. The **application deadline** is **12th April 2016 (by 23:55).** Applications received later than this will not be reviewed or considered.
3. Please **email the typed application forms** to parag@tatatrusts.org. Hardcopy submissions or scanned copies are not accepted.
4. If you wish to apply for a part-scholarship or a Fellowship, please fill in the respective sections of this form after reviewing the necessary qualifications.
5. Please adhere to the word limits.
6. Shortlisted applicants will be notified latest by 23rd April 2016.

Please refer to the course prospectus for all details. For any queries not addressed in the prospectus, write to us at parag@tatatrusts.org or call us on 011-66137703

**I. Personal Details**

|  |  |
| --- | --- |
| Full Name | <First name> < Middle name> <Surname> |
| Sex  |  |
| Age  |  |
| Email ID |  |
| Mobile number |  |
| Landline number  |  |
| Postal address for correspondence  |  |
| Highest Educational and/or Professional Qualification  |  |

**II. Professional Details**

|  |  |
| --- | --- |
| Are you currently engaged with any organisation in a professional capacity? | \_\_\_\_\_\_\_\_\_\_\_\_ (Yes/No) |
| **If Yes, please answer the following questions:** |
| Nature of professional engagement? | \_\_\_\_\_\_\_\_\_\_\_\_\_(Full-time or Part-time) |
| Name of the organisation you are currently associated with |  |
| Nature of the organisation (Retain the option that applies) | * Indian NGO
* International NGO
* Government School / Library
* Private School
* Private Limited company
* Budget / low-cost private school
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| Year of joining the current organization |  |
| Current designation or role |  |
| List your current responsibilities in brief *(Max. 70 words)* |  |
| Total number of years of experience in the education sector? |  |
| List your key responsibilities or areas of experience in these earlier organisations. *(Max. 70 words)* |  |

**III. Motivation for participation in the LEC**

**III.A.** Why are you interested in library work? What do you think about the importance of meaningfully engaging children with books from a young age?**(Max. 350 words)**

**III.B.** Please list down reasons for your interest in the Library Educator’s Course? In what ways will it help you and how is it relevant to your current and future role and goals? **(Max. 200 words)**

**IV. Requirements for participation**

**IV. A. Technical proficiency**

In order to participate in the course fully and most meaningfully, certain minimum proficiency is required in the following skills. Please read each statement and answer with a Yes/No based on an honest self-assessment.

|  |  |
| --- | --- |
| **Skill Requirement** | **Yes/No** |
| I have sufficient Hindi language skills to participate in the LEC contact sessions and mentor interactions, understand academic readings, write assignments and engage in online discussions |  |
| I have basic typing proficiency and speed in Devanagari script required for submitting typed assignments and discussion responses in Hindi |  |
| I have basic knowledge of MS –Word or other word processing applications for submitting assignments and receiving feedback on them |  |
| I have an email account that I access and know how to attach documents to and download attachments from email messages |  |
| I am comfortable using or will learn to use mobile applications such as whatsapp for interacting with faculty, mentor and course participants  |  |
| I know or will learn to use Skype for virtual interactions with the mentor in addition to telephonic conversations  |  |
| With some basic orientation, I am willing to learn and use online platforms like Moodle  |  |

**IV. B. Access to Resources**

Please read each statement and answer with a Yes/No based on self-assessment.

|  |  |
| --- | --- |
| **Access to Resources** | **Yes/No** |
| I have access to technology (computer and Internet connectivity) at work or home or cyber-cafe, and I can use this technology to complete the course obligations, like submitting assignments, engaging with audio-visual course material and participating in online discussions. |  |
| I have a smart phone with internet to use applications such as Whatsapp. |  |
| I have access to Skype (or can obtain access to Skype) to engage in discussion with LEC participants and mentors. |  |

**IV. C. Commitment to fulfil course obligations**

Please read each statement and answer with a Yes/No.

|  |  |
| --- | --- |
| **Commitment to complete the course requirements** | **Yes/No** |
| I am committed to investing in my professional development and put in about 8 hours every week, possibly even over a weekend, over 7 months towards course requirements (including interaction with mentors)  |  |
| I am willing to complete and submit the LEC assignments and field-project on time  |  |
| I understand that the mentoring relationship is an integral part of the course and will be open to reflecting on mentor’s suggestions and direction. |  |
| I am committed to conceptualising and carrying out a small field-based project at my place of work as part of the course  |  |
| I will participate in all three LEC contact sessions in May, August and November 2016 |  |
| I (or my organisation) will bear the expenses to travel to and from the 3 contact periods |  |
| I understand that LEC certification is dependent on fulfilling all the course requirements in a timely manner |  |

**IV. D. Based on the self-assessment, if you anticipate any factors that may affect your ability to fully participate or complete the course, e.g. access to resources, leave from work, then please list them below.**

**V. Scholarships**

**Please fill in this section (V) ONLY if you are applying to a part-scholarship**

Parag offers a limited number of part-scholarships to enable participation of library practitioners who would not be able to do so without this assistance. Details are as follows:

1. Part-scholarships are available to most deserving candidates determined through a selection process.
2. Irrespective of the receipt of scholarship, all participants will have to bear the travel expenses for contact periods.
3. The scholarship is dependent on satisfactory progress of the participant. Scholarship recipients will be liable to pay the balance course fee if they cannot fulfil the course requirements satisfactorily.

**V. A: Personal Statement for Scholarship**

Please present a personal statement presenting the reasons why you should receive the scholarship, focusing on the following aspects: ***(Max. 500 words)***

* How would you and your organisation benefit from your participation in the LEC?
* Financial need
* How will you contribute to the larger education sector after completion of this course?

**V.B.** **Financial Details - Only for independent applicants**

1) Your annual income (average of the last two years)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Mention the number of your direct dependents

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**V. C. Financial Details – Only for applicants sponsored or supported by their organisations**

1. Your annual income at this organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Organisation’s strength (# of staff):

less than 10

between 11 to 25

more than 25

1. Organisational expenditure in the last year is:

less than 20 lakh

between 21 and 50 lakh

more than 50 lakh

1. List 3 major funders in the last two years
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**V. D. Other financial details to be filled in by ALL scholarship applicants**

Parag would like to offer the part-scholarships to as many deserving candidates as possible. Thus, we would like to see evidence of matched funding.

1. What percentage of the course fee would you/ your organisation be able to pay?

 25% 50% 75%

1. Would you be able and willing to participate if your scholarship application is unsuccessful? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Yes or No)*

**VI. Fellowships for recent graduates**

**Please fill in this section (VI) ONLY if you are applying to the Fellowship**

Parag offers two fellowships to recent graduates who are not in a full-time employment and are committed to exploring a career in library education with a keen interest in using the library space for enhancing children’s engagement with books and reading. Details are as follows:

* During the distant mode of the course, fellows are expected to work in a children’s library (Parag will identify this host organisation)
* The course fee and accommodation will be covered through the fellowship.
* Fellows will have to cover the cost of travel to and from the contact sessions and travel to the organisation which will host their field exposure.

**VI.A.** (i) Year of completing your graduation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ii) Subject / Majors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 iii) University/Institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VI. B: Personal Statement for Fellowship**

Please present a personal statement on why you should be considered for the Fellowship ***(Max. 500 words)***

**VII. How did you learn about the course? Please mention the complete source.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participant Declaration**

**By submitting this form, I affirm that I understand and am committed to fulfilling the requisite course requirements and that all the information furnished above is true to best of my knowledge.**

Full Name:

Date:

Place:

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**Organisational Consent & Declaration of Commitment\***

**I consent to Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ participating in LEC 2016 for his/her professional development. The organisational leadership understands the course-requirements and expected involvement from participants. The organisation agrees to support the applicant’s participation in the course by way of the following ---**

* Allowing the participant a major portion of the 8-hour requirement every week from his/her professional work hours towards meaningful engagement with the course
* Providing the time and resources for travelling to and participation in LEC contact sessions
* Offering access to computer and internet resources and basic IT support at work
* Ensuring close engagement with organisation’s library work during the course and for at least 1-2 years after the course. This also involves access to project sites for carrying out a field-project during the course.

(If the applicant has applied for part-scholarship) I have checked the information provided in **Section V** of this application form for correctness.

Name of the organisation:

Name of the concerned authority from whom consent has been received:

Designation of this person in the organisation:

*\*Not applicable to independent applicants or applicants applying for the recent graduate fellowship*