



# UGC-HUMAN RESOURCE DEVELOPMENT CENTRE

Doctor Harisingh Gour Vishwavidyalaya, Sagar - 470 003 (MP) India

CONTACT | ☎ 07582-264629 ✉ hrdcsagar@gmail.com



## APPLICATION FORM FOR ORIENTATION/REFRESHER PROGRAMME

Affix  
Your latest  
Photograph

**Part A** (to be filled in by the applicant in **CAPITAL LETTERS**)

Course Title "-----"

1. Course Code ..... Period .....to .....

2. Name..... Designation.....

3. Name of Institution where employed.....

4. 2 (F) & 12 (B) Certification: Yes / No; Name of University or (Affiliation) .....

5. Pay Scale.....; Subject.....

6. Date of Appointment.....; Teaching Experience: Ph D ..... Years; PG ..... Years; UG ..... Years

7. Research Experience, If any ..... Total Experience: ..... Years

8. Tenure of Working with the present Institution .....Years

9. Employment: Permanent/Temporary/Part time/Ad hoc/Contract teachers .....

10. Date of Birth..... Age.....Yrs. E-mail ID.....

11. Present Address for Correspondence: .....

.....Pin Code..... Mob. No. ....

12. Category : General / SC / ST / OBC

13. Do You Require Accommodation? Yes / No  
(Accommodation in University Guest House on first come first serve basis)

13. Educational Qualifications: .....

14. Publications : (i) Books.....(ii) Monographs.....(iii) Research Papers.....

15. Areas of Specialization, If Any .....

16. Subjects Presently being Taught by You.....

17. Would You Like to Present a Paper in any of the Session? YES.....NO.....

If Yes, Please Specify the Topic of Your Paper;

1. ....2. ....3. ....

19. Have You Attended any Orientation ; Refresher in the Past? YES.....NO.....

Give Details Including the Name of the Human Resource Development Centre

- A. Orientation Program: Tenure : .....; HRDC : .....
- B. Orientation Program: Tenure : .....; HRDC : .....
- C. Refresher Course Tenure : .....; HRDC : .....
- D. Refresher Course: Tenure : .....; HRDC : .....

**Declaration**

I declare that the information given above is correct and I will abide by all the rules for Orientation/Refresher Course, laid down by the MHRD mentioned in HRDC Guidelines 2015, if selected.

**Signature of the Applicant**

**Payment Details:**

Draft No. ....Dated ...../...../..... Valued at **Rs. 1000/-** payable to **the Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar (MP)** payable at SBI Sagar, University Branch IFSC SBIN0001143 is enclosed

**(PART-B)** (To be filled in by the forwarding authority)

I hereby certify that Dr./Shri/Mrs./Miss.....who is working as Asstt. Prof. /Associate Prof./Professor is a Permanent/Temporary/Part time/Ad hoc/Contractual teacher in the Dept. of..... College/ University of.....

His/Her appointed is on a Regular/Temporary/Part time/Ad hoc/Contractual basis for the last ..... Years. and is Eligible for attending the said Course.

He/She will be relieved in time to participate in the Course..... which is starting from.....to..... at the UGC-HRDC, Sagar.

- Our College/University is included in the list of institution under sec. 2(f) and under sec. 12(B) of the UGC Act (Please Enclose Annexure)
- Our College does not come in the purview of the section 12(B) of the UGC Act, But has been included under sec. 2(f) and has been affiliated to ..... University for .....year (Please Enclose Annexure)

**Signature of Registrar/Principal  
(With Seal)**

**For UGC-HRDC Office Use**

Selected/Not Selected  
Scrutiny officer

Director