



# UNIVERSITY GRANTS COMMISSION



## HUMAN RESOURCE DEVELOPMENT CENTRE::GAUHATI UNIVERSITY (formerly Academic Staff College)

**Guwahati -781014, Assam (INDIA)**

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### APPLICATION FORM

#### ORIENTATION PROGRAMME / REFRESHER COURSE/SUMMER/WINTER SCHOOL

1. Applicant's name (in CAPITAL letters) : Dr./Mr./Mrs./Ms.....
2. Institution where working : .....
3. Department/Subject : .....
4. Designation : .....
5. Office Address (College/University) : .....
- .....PIN.....
6. Applicant's Present Address : .....
- (e-mail & Phone No. must be provided)
- .....PIN.....Phone .....
- Fax .....e-mail.....
7. Date of Birth (As per HSLC Certificate) : .....
8. (a) Pay band+ Grade Pay : .....
- (b) Basic pay on ..... : .....
- (c) Category : SC/ST/OBC/General/Minority (Please encircle appropriate one)
9. Date of Joining : Temporary/ Ad-hoc Post.....
- Permanent Post.....
10. Program you want to participate : .....
11. Accommodation Required : Yes/No (Please encircle appropriate one)

12. Details of Orientation/Refresher Courses/Other Courses attended so far :

Course	Date	Institution
1.		
2.		
3.		
4.		

Received Registration/Application Fee (Non-refundable) of ₹1200/- (Twelve Hundred only) by D.D. No.....

Dated.....drawn on.....for the session.....from Sri/Smt./Dr.....

.....of.....College.....University.

**Declaration by applicant** : I certify that I fulfill the eligibility criteria and details given above are true to best of my knowledge, if selected, I will abide by the rules and regulations of the UGC – Human Resource Development Centre, GU.

Date.....

*Full Signature of the applicant*

**Principal's/Registrar's recommendation :**

1. The application of Dr./Mr./Mrs./Ms.....  
serving in this College/University/Institute w.e.f.....is recommended for attending the programme applying for.....If selected, he/she will be released from the University/College/Institute for the entire duration of the Programme.
2. This is to certify that our University/College/Institute is eligible for receiving assistance under 12(B) of the UGC act, and/or is included in the list of Colleges under section 2(F) of the UGC Act. This College/Institute is affiliated to.....University since.....

Date:.....

Signature of the Principal/Registrar

Seal:

**Eligibility Criteria :**

1. : The College must have completed 5 years of affiliation to University.
2. : (a) Newly appointed Asst. Professor/Lecturer within 2 years of continuation service  
(b) An ad-hoc/temporary teacher who has taught for 3 Academic sessions as Asst. Professor is eligible to participate in an Orientation programme/ Refresher Course.
3. : The teaching experience of the applicant should at least 2 years.
4. Completed Application Form should be submitted to this office along with the Registration Fee & Application fee (**₹1000.00 for Registration fees & ₹ 200.00 for Application fees**) **₹1200.00 (Rupees One thousand Two hundred only)** (Non-refundable) as crossed DD in favour of, "**UGC-Human Resource Development Centre, Gauhati University**" payable at '**SBI, Guwahati University**' branch, code 2060.

**N.B. :-** Normally one should not apply within one year of attending an OP/RC in any UGC-HRDC or RCC unless it is need based. Teachers availing UGC fellowship for M.Phil. /Ph.D. can apply for OP/RC provided he/she surrenders the living expenses for the duration of the OP/RC and RC is relevant to his/her research and he/she does not claim any extension of teacher fellowship for attending OP/RC. For all other purposes, the minimum eligibility conditions as prescribed by the UGC from time to time should be consulted.

**Important Information :**

- (a) Selection will be done on the basis of UGC guidelines and on first-come first serve basis.
- (b) UGC Guidelines and Gauhati University Rules will be governed in all entitlements.
- (c) D.A./local hospitality will be offered to all participants for the duration of the Course as per UGC & G.U. Rules.
- (d) The participants can stay in the HRDC Guest House on payment subject to availability of rooms/beds.
- (e) **Certificate will be awarded only on successful completion of the Course. Attendance in all classes is compulsory. The UGC-HRDC may disallow or withhold certificate on valid reasons including shortage of attendance.**
- (f) **Non-Submission of Feedback Reports of Courses held at this UGC-HRDC will lead to disqualification.**
- (g) **In any case, the minimum number of participants (registered for a course) should not be less than 30; otherwise the course would be either postponed or rescheduled or withdrawn.**
- (h) **Incomplete Application Form will be rejected.**