



UNIVERSITY GRANTS COMMISSION

HUMAN RESOURCE DEVELOPMENT CENTRE::GAUHATI UNIVERSITY

(formerly Academic Staff College)

Guwahati -781014, Assam (INDIA)

Telephone : 0361-2570599, Fax: 0361-2571181

e-mail : ugcascgu@rediffmail.com, dir.ascgu@gmail.com

Web site: www.hrdegu.ac.in

APPLICATION FORM

SHORT TERM COURSE / WORKSHOP FOR PRINCIPAL'S /ACADEMIC ADMINISTRATORS

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
- Faxe-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)
7. Date of Joining in permanent post :
8. Program you want to participate :
9. Write in Brief about necessity of the Programme :

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.

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. **General** :
 - a. The participants should be from either 2f or 12B status institutions
 - b. The College must have completed 2 years of affiliation to an University.
 - c. The minimum level of participant should be Asst. Professor with Grade Pay ₹ 8000/-

2. 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.

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 govern all entitlements.
- (c) The participants can stay in the HRDC Guest House on payment subject to availability of rooms.
- (d) **Certificate will be awarded 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.**
- (e) **Incomplete Application Form will be rejected.**