



# UGC-HUMAN RESOURCE DEVELOPMENT CENTRE

Dr. Harisingh Gour Central University, Sagar – 470 003 ( MP)

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## APPLICATION FORM FOR ORIENTATION/REFRESHER/SHORT-TERM/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: PHD ..... 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. Mob. No..... E-mail ID.....

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

Pin Code.....Phone (Res.) ..... Mob. No. ....

12. Category : General / SC / ST / OBC      13. Do You Require Accommodation? Yes / No

### 14. EDUCATIONAL QUALIFICATIONS:

| Examination      | Board/University | Institution where studied | Year of Passing | Subject/ Specialization |
|------------------|------------------|---------------------------|-----------------|-------------------------|
| High School      |                  |                           |                 |                         |
| Graduation       |                  |                           |                 |                         |
| Post- graduation |                  |                           |                 |                         |
| M. Phil.         |                  |                           |                 |                         |
| Ph.D.            |                  |                           |                 |                         |
| Others           |                  |                           |                 |                         |

**15. EMPLOYMENT RECORD:**

| S. No. | Name of Employer/ Organization | Designation | Nature of Appointment | Period (From.....to.....) |
|--------|--------------------------------|-------------|-----------------------|---------------------------|
|        |                                |             |                       |                           |
|        |                                |             |                       |                           |
|        |                                |             |                       |                           |
|        |                                |             |                       |                           |

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

17. Areas of Specialization, If Any .....

18. Subjects Presently being Taught by You.....

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

If Yes, Please Specify the Topic of Your Interest.

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

20. 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 as a Permanent; Temporary; Part time; Ad hoc; Contract teachers in the Dept. of..... College/ University of..... His Appointed is on a Regular/ Temporary basis on a Permanent; Temporary; Part time; Ad hoc; Contract teachers for last more than ..... Yrs 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.

**Signature of HOD  
(With Seal)**

**Signature of Principal  
(With Seal)**

**Signature of Dean of The School  
(With Seal) for UTD only**

**For UGC-HRDC Office Use**

Selected/Not Selected

Scrutiny officer

Director

- **Eligibility, Target Group and Duration (UGC-HRDC Guideline Page-14)**

*Teachers working in universities and colleges that are included under **Section 2(f)** of the UGC Act, even though they may not yet be fit to be included under **Section 12 (B)**, may be invited to participate in the Orientation Programmes and Refresher Programmes.*

*The teachers of colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a university for at least two years, will be permitted to participate in the programmes/courses. However, they won't be paid TA/DA and other allowances for attending these courses.* For the Orientation Programmes, newly appointed Assistant Professors within two years of continuous service and all those teachers who require orientation for getting a higher grade will be allowed. Attendance in Orientation programmes would be must for placement in the higher grade pay.

*Part time/ Ad hoc/temporary/contract teachers who have been teaching for at least three academic sessions in an institution which has been affiliated to a University for at least two years may be permitted to participate in the Orientation Programme/Refresher Course to enhance their skills.*

- **DURATION (UGC-HRDC Guideline Page-14)**

The Orientation Programme will be of four weeks duration, with minimum of 24 working days (excluding Sundays) and 144 contact hours (six hours a day). The refresher course will be of three weeks duration, with minimum of 18 working days (excluding Sundays) and 108 contact hours (six hours a day). If a participant fails to complete the requisite contact hours in a programme, he may be permitted to make up for the backlog hours at his/her own cost in another programme by the RCCB and HRDCs concerned.

- **TA/DA/incidental charges to Outstation participants (UGC-HRDC Guideline Page-17)**

Teacher participants may be paid up to a limit of A/C III railway fare (all trains) or A/C Deluxe bus fare on production of tickets. Outstation participants may be provided free boarding and lodging by the University. To cover the cost of their boarding/ lodging, the Commission will pay the University on reimbursement basis Rs. 500/- per day for outstation participant for 'A' class cities, Rs.400/- per day for other places. In case only free lodging is provided, DA will be allowed at 75 percent of the ordinary rate of daily allowance. The allowance will be used purely for the purpose of giving boarding/lodging to the participants. In case the outstation participant does not avail the facility for boarding/lodging, he/she will be paid Rs.300/- per day.

- **LEAVE: (UGC-HRDC Guideline Page-20)**

As this is a contact based programme, no teacher will be allowed to leave during the operation of the programme. However, in case of emergency with the permission of the Director of RCCB and HRDC, the participant can be allowed in exceptional circumstances to attend the similar number of hours in the next programme to complete the course. No certificate is to be issued to any participant unless adequate numbers of hours are completed by the concerned participant.

- **Procedure to pay Application Fee:**

All participants shall pay an **registration fee (non-refundable) of Rs.1000/-** at the time of registration by **demand draft** in favour of the **Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar**, payable at State Bank of India, University Branch Sagar.

- **Note:** Participants attending the course must have a permission to attend the course from their employer/Principal/Dean/Director of the institute.

- **Postal address: The Director**

**UGC-Human Resource Development Centre  
Doctor Harisingh Gour Central University, Sagar - 470 003  
(Madhya Pradesh) India**