

For Office Use Only
The applicant attended OP/RC as indicated below



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE
SAVITRIBAI PHULE PUNE UNIVERSITY
PUNE – 411007
(Incomplete form will not be entertained)**



Affix your latest photograph (without photograph form will not be entertained)

**APPLICATION FORM
For participation in the UGC sponsored**

ORIENTATION PROGRAMME	REFRESHER COURSE IN
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Commencing from To
(Strike out whichever is not applicable and mark ✓ to your choice)

1. Name of Applicant (In Capital Letter) Surname First Name Middle Name

2. Date of Birth 3. Sex Male Female

4. Category SC ST DT/NT OBC OPEN 5. Mother-tongue

6. Knowledge of Marathi READ WRITE CAN UNDERSTAND NO

7. Educational Qualifications	Degree						Subject
	B.A.	B.Com	B.Sc.	B.Ed.	LL.B.	B.Lib.	
M.A.	M.Com	M.Sc.	M.Ed.	LL.M.	M.Lib.		
	M.Phil.			Ph.D.			

8. Name and Address of the College/Institution where the applicant is employed :

9. University to which the College/Institution is affiliated :

10. Address for correspondence :

PIN. Phone Res/Office:
Mobile 1 :
E-mail :

11. Designation Assistant Professor Associate Professor Professor

12. Date of Appointment as Assistant Professor

13. Date of Placement in Existing Grade pay

13. (a) Date of Placement in next Grade pay

14. Nature of Appointment

15. Present Pay Scale : Rs.

16. Teaching Experience (in years) at Senior College/University Total Degree Classes PG Classes

17. Have you attended any programme so far? If yes, indicate below:

Orientation (OP)	And	Refresher Course / Special Summer / Winter School in the subject of
	OR	

18. Give dates, name(s) and address(e) of the Academic Staff College/Institute where you attend the programme(s):

1. Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	To	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
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Address	<input type="text"/>							

19. Hostel Accommodation

I hereby undertake to participate in all the academic sessions and assignment work during the course and will abide by the rules and regulations of the Academic Staff College/University of the University Grants Commission.

Place : _____

Date : _____

Signature of the Applicant

RECOMMENDATIONS OF THE FORWARDING AUTHORITY

1. I recommend Dr./Mr./Ms.....

..... for the Orientation Programme/ Refresher Course in the subject of He/she will be relieved on time to participate in the above Course at Academic Staff College, if selected.

2. Certified that this college is affiliated to University for the last 5 years.

Place : _____

Date : _____

Signature of the Principal/
Registrar/ Head of the Institution

Office Seal

Certified that all the information is correct to the best of my knowledge and belief. I UNDERSTAND THAT MY ADMISSION WILL BE CANCELLED IF ANY INFORMATION GIVEN BY ME IS FOUND INCORRECT. I also undertake to abide with the following rules :

- A. In case I am unable to join the course I will intimate the HRDC as early as possible so that the seat can be given to others.
- B. I authorize the HRDC to deduct from my DA any expenditure incurred on me by the HRDC.
- C. I also authorize the HRDC to deduct from TA/DA the cost of lost or damaged books/any other material issued to me.
- D. I promise to refund the University any TA/DA claims not approved by the audit and authorize my employer to deduct from my pay if needed any of the above.
- E. I shall bring with me sufficient funds to meet boarding/lodging and other expenses, in case of delay in payment of TA/DA.

DATE :

SIGNATURE OF THE APPLICANT

- 01. Recommendation of the principal (recommendation means commitment to relieve the applicant for the duration of the course full time).
- 02. HRDC will be intimated as early as possible in case he/she is unable to join the course.
- 03. The teacher will be asked to send the feedback to HRDC after completing the course and he/she will be persuaded to implement the major recommendations of the course.
- 04. Certified that our college is included under section 12-B section 2 (f) of UGC Act/has been affiliated to university for at least 5 years.
- 05. CERTIFIED THAT THE INFORMATION GIVEN IN THE APPLICATION FORM HAS BEEN VERIFIED FROM THE SERVICE BOOK AND OTHER RECORDS.

DATE :

PRINCIPAL/ HEAD OF INSTITUTION SEAL

INSTRUCTIONS

- 1) Incomplete application form will not be considered.
- 2) A demand Draft of Rs. 1000/- (non-refundable) payable at Pune in the name of Finance & Accounts Officer, Savitribai Phule Pune University, Pune should be submitted after your selection to the course.
- 3) Each participant has to deliver a seminar of 15 minutes duration followed by 5 minutes of discussion on any topic related to the theme of the course. Slide projector (35mm), multimedia LCD projector and overhead projector are available for use. The participants have to bring their own materials (slides/transparencies/CDs/pen drive) ready for projection. The write up for the seminar types on one side of A4 size paper (Computer types laser/ink-jet print only) must be submitted at the time of registration. The time and date of seminar shall be notified during the course.
- 4) The participants are required to attend all the sessions of the course sincerely. No leave shall be granted during the course.
- 5) Only those participants who will complete the course in all respects shall be eligible received the certificate of participation. In case of any default on the part of the applicant, the Director-UGC Human Resource Development Centre, Savitribai Phule Pune University, Pune has all rights to cancel the admission or withhold payment of TA/DA and the certificate. And in, such a case no queries will be entertained.