



Human Resource Development Centre (HRDC)
Devi Ahilya Vishwavidyalaya, Khandwa Road Campus, Indore 452017

Ph. No. (0731) 2462069 (O) Fax No. 2460830

Website <http://ugchrdcauniv.in/index> email: ugcasc.indore@gmail.com**APPLICATION FORM FOR SUMMER SCHOOL/ WINTER SCHOOL COURSE**

Photograph
Attested by
Principal/
HOD

***FORM SHOULD BE FILLED IN CAPITAL LETTERS**

NAME: DR./MRS./MISS./MR.:	<input type="text"/>	SUBJECT:	<input type="text"/>
COLLEGE/UTD :	<input type="text"/>	CITY:	<input type="text"/>
DISTRICT :	<input type="text"/>	STATE:	<input type="text"/>
		PIN:	<input type="text"/>
UNIVERSITY :	<input type="text"/>		

Preference from the ASC Schedule/Date: 01. 02.

01. Sex :	<input type="text" value="Male/Female*"/>	02. Marital Status:	<input type="text" value="Married/Unmarried*"/>
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02. Date of Birth :

03. Address for Correspondence :

Pin Code No. :

E-mail Address :

Phone No. (With STD Code) (O) **(R)** **Mobile No.**

Date of Joining As: Lecturer:

Senior Lecturer :

Selection Grade Lecturer :

06. Whether awarded Ph. D. Degree Yes/No***07. Present Pay Scale****08. Do you belong to SC/ST Yes/ No*****Strike out whichever is not applicable.**

09. Details of courses already completed

A.	Orientation	Date-		HRDC-	
B.	Refresher	Date-		HRDC-	
C.	Refresher	Date-		HRDC-	
D.	Refresher	Date-		HRDC-	

10. 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 TO BE INCORRECT. I also undertake to abide with the following rules :

- A. In case I am unable to join the course I will intimate the ASC as early as possible so that the seat can be given to others.
- B. I authorize the ASC to deduct from my DA any expenditure incurred on me by the ASC.
- C. I also authorize the ASC 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. ASC 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 ASC 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.

PRINCIPAL/HEAD OF INSTITUTION SEAL

DATE: _____

INSTRUCTIONS

- 1) Incomplete application form will not be considered.
- 2) 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/pendrive) ready for projection. The write-up for the seminar typed on one side of A4 size paper (Computer typed 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.
- 3) The participants are required to attend all the sessions of the course sincerely. No leave shall be granted during the course.
- 4) 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-HRDC, DAVV, Indore, 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.