



OFFICE OF THE DIRECTOR
UGC- HUMAN RESOURCE DEVELOPMENT CENTRE
RANCHI UNIVERSITY, RANCHI (JHARKHAND)
MORABADI CAMPUS, RANCHI – 834008

PROFORMA OF PERSONAL PARTICULARS OF THE TEACHER PARTICIPANT

Please read the instructions before filling the form:

- a. This form must be filled in completely and no column should be left blank.
- b. Incomplete application will not be considered.
- c. This form must be forwarded through proper channel.
- d. Please bring a demand draft of Rs. **1000/- (non-refundable)** payable to the **Director, Human Resource Development Centre, Ranchi University, Ranchi.**
- e. The programmes are fully residential for outstation participants.
- f. The participants will be evaluated on a five- point scale on the basis of the performance in the course and presentation of seminar.
- g. Certificate of completion of the course will be given only to those participants who attend the course for full duration (144 contact hours, 6 hours a day, for four weeks for Orientation Programme and 108 contact hours for three weeks for subject Refresher Course)
- h. T.A. will be paid to the participants as per UGC rules.

Affix stamp
size recent
colour
photograph

APPLICATION FOR

A. Orientation Programme B. Refresher Course C. Short Term Course/Workshop

1. Name (IN BLOCK CAPITAL LETTERS):
2. Address (IN BLOCK CAPITAL LETTERS):-

A. ADDRESS OF COLLEGE / DEPARTMANT	B. RESIDENCE ADDRESS
State: Pin No. Ph. No.(O) E-mail Add:	E-mail : (Compulsory) State: Pin No. Ph. No.(O)

3. Name of the affiliating University:
4. Date of Birth:
5. Nature of job: Permanent/Temporary/Adhoc/Contractual:
6. Date of Joining the College/University:
7. Age:
8. Sex Male/ Female:
9. Whether belongs to SC / ST / OBC:
10. Designation:
11. Physically handicapped General (Indicate category, if any):
12. Faculty: Subject:..... Specialization:.....
13. Academic Records: (please enclose attested copies of certificates/ publication, If any)

S.N.	Qualifying Examination	Year of passing	Division % of Marks	University	College
1	M.A./ M.Sc./M.Com				
2	M. Phil.				
3	Ph. D				

14. Details of employment:

Institution	Designation	Period		Nature of Duties
		From	To	

15.

- a. Date of first appointment as lecturer in Degree College:
- b. Date of joining in the present post:
- c. Date of due to Senior Scale:
- d. Date of due to Selection Grade:

16. Have you attended any Refresher Course/Orientation Programme previously? If yes give details.

Name of course	HRDC which conducted the course	When the course was held	Thrust area

17. Name the topic relevant to the course/theme on which a Seminar/Lecture you would like to deliver.

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18. State your interests related to social activities/NSS/Mass education/Media/Others.

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19. Details of the demand draft enclosed: DD No., date and Bank Name:

.....

UNDERTAKING

I undertake to abide by the relevant rules/guidelines of the UGC and to commit solely to the programme of the course during the duration.

Signature of the teacher

DECLARATION

I do hereby declare that all the information furnished in this application are true, complete and correct to the best of my knowledge and belief. In case, the information furnished is found to be incorrect, false or incomplete my application/ admission to the course is liable to be rejected.

Signature of the teacher

RECOMMENDATION OF THE FORWARDING AUTHORITY

- a. Certified that the participant has not attended any O.P. or R.C. other than mentioned col. 14.
- b. This University/College/Institution is within the purview of the UGC and is included in the list under sec.2 (F) of the UGC act. of the college is affiliated to University for degree (+3) teaching in the subject for five years.
- c. This University/College/Institution is/is not registered under 12 (b) of UGC.
- d. If selected the candidate will be deputed to Human Resource Development Centre, Ranchi University, Ranchi for the Orientation Programme / Refresher Course.

Date:

Signature of the Principal/ H.O.D.

NOTE FOR PRINCIPAL/ H.O.D.

As per the revised guidelines from UGC, the University & Colleges have to allow interested teachers to attend the Orientation Programme & Refresher course due to them. Otherwise valid reasons must be intimated to the teacher concerned and the Human Resource Development Centre of non-sending.

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 Received application for O.P./ R.C. from:
 College:

Date:

Signature of the Asst.