



NAAC Accredited 2014



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION
HUMAN RESOURCE DEVELOPMENT CENTRE
KARNATAK UNIVERSITY, DHARWAD-580003
(University with Potential for Excellence)



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APPLICATION FOR ORIENTATION/ REFRESHER / SHORT TERM COURSE

To,
The Director
UGC-Human Resource Development Centre
Karnatak University,
Dharwad-580003.

Affix your recent
passport size photo.

Application will not
be entertained
without photograph

Sir,
Kindly consider my application for:

Course Applied for	Subject

1. Name of the Teacher _____
(Block Letters)

2. Date of Birth & Place _____

3. Gender: Male / Female Community: SC/ST/GM/Others _____

4. Educational Qualification: _____ Subject of specialization: _____

5. Date of Appointment: _____

6. Present Designation: _____

7. Name of the Institution/PG Dept.: _____

8. Name of the University to which college is affiliated: _____

9. Address for correspondence:
College/University: _____

Pin Code: _____ Telephone Number: _____ Fax Number: _____

Mobile Number: _____ Email Id: _____

10. Accommodation Required: Yes / No

11. Details of Courses Attended:

Course	No. of course attended	Date	Place
OP			
RC			

Declaration: The particulars which are given above are true to the best of my knowledge and belief.

Place:

Date:

Signature of the Applicant

Recommendation of the Forwarding Authority

I hereby certify that:

1. The information furnished above are correct
2. The college is within the purview of Sec.2(F) or Sec 12B of the UGC Act
3. The college is affiliated to the University for last 5 years

I request you to consider this application which is necessary for his/her promotion and the teacher will be relieved on time to participate in the course, if selected.

Place:

Date:

Signature of the Head of the Institution/Dept.
Office Seal

For Office Use:

Application Entry No.

Note:

- Application Forms must reach to the Director, Human Resource Development Centre 15 days before the commencement of the course.
- As per the UGC guidelines, selected participants have to pay an admission fee (non-refundable) of 1000/- through an account payee bank draft in favour of the Director, Human Resource Development Centre, Karnatak University, Dharwad payable at any Nationalized Banks.
- 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.
- For the Refresher Courses, participation in the Orientation Programme is a prerequisite for admission. However, in exceptional cases a teacher may be allowed to complete a Refresher Course prior to completion of an Orientation Programme. Also, there should be a minimum gap of one year between two courses, though it may be relaxed if adequate number of participants is not available or it is essential for the teacher to fulfill eligibility conditions for career advancement.
- 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. Universities and colleges must allow interested teachers to attend UGC -RCCB and HRDCs programmes based on their eligibility otherwise valid reasons will have to be intimated to the teacher concerned in writing.
- If a participant fails to complete the requisite contact hours in a programme, he will have to make up for the backlog hours at own cost in another programme conducted by the HRDC.
- Incomplete applications and late submissions will not be entertained.