



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE
GOA UNIVERSITY**

Director: +91 – 8669609017

Email: hrdc@unigoa.ac.in

Website URL: <https://www.unigoa.ac.in/facilities/hrdc.html>

**Application for the Refresher Course / Faculty Induction Programme / Short Term Course (STC)
(Incomplete applications will not be entertained)**

To:
The Director
UGC-Human Resource Development Centre
Goa University
Goa 403206

Sir,

I wish to join the Faculty Induction Program / Refresher Course / STC in _____ to be held from _____ to _____. I shall abide by the terms and conditions of the course / program and will attend each and every session organized. Further, I will also participate in all the activities organized by the Institute in connection with the course / program.

My particulars are given below:

1. Name: Dr./Mrs/Miss/Mr. _____
2. Qualifications: _____
3. Designation: _____
4. Status: Temporary / On probation / Permanent (please strike off that is not applicable)
5. University: _____
6. (a) Office Address: _____
_____ Phone. No. _____
- Residential Address: _____

- E-mail ID: _____ Mob. No. _____
7. Date of Birth: _____ OBC/SC/ST _____ Male/ Female _____
8. Subject: _____ Area of Specialization: _____
9. Length of Service: _____ years, _____ months.
10. Teaching Experience: _____ Years Basic Pay Rs. _____
 - a) Degree College: _____ Years, _____ Months.
 - b) P G Department: _____ Years, _____ Months
11. Shortest Rout of Journey: _____

12. Details of Programs (organized by UGC-HRDC) already attended:

a) Faculty Induction Programme: Date: _____ UGC-HRDC at _____

b) Refresher courses: (i) Date: _____ UGC-HRDC at _____

(ii) Date: _____ UGC-HRDC at _____

13. Details of the other Seminar / Workshops attended:

14. Publications: a) Articles

b) Books

The particulars given above are correct to the best of my knowledge

Yours faithfully

Date:

(Signature of the applicant)

As per the revised guidelines from UGC, vide UGC letter No. F.No. 2-1/98(ASC/ER) dated 5.3.2002 selected participants have to pay registration fee (non-refundable) of **Rs. 1000/- at the time of confirmation of the admission through online payment. The details of the account and IFSC code will be intimated in the selection letter communicated through email. All the selected outstation candidates will be provided accommodation at the University Guest House. The application of only eligible applicants as per UGC guidelines may be forwarded to this office by respective authorities. It is the sole responsibility of teacher concerned to choose appropriate program to enable to apply for CAS purposes.**

ENDORSEMENT BY THE H.O.D. / PRINCIPAL

To:
The Director,
Human Resource Development Centre
Goa University

Sir,

I am forwarding herewith the application of Shri/ Smt. _____ who is teaching staff of the Department/ College for participation in the Faculty Induction Programme / Refresher course to be held at Goa University, Taleigao Plateau between _____ (both days inclusive). Our college satisfies with section 2(f) of the U.G.C. Act.

Date:

Seal of the Department/ College

Signature of the H.O.D/ Principal