



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE  
GOA UNIVERSITY, Taleigao Plateau, Goa - 403 206**

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

**Application for the Faculty Induction Programme (FIP) /Refresher Course (RC)/ Short Term Course (STC) /  
Workshop (ONLINE mode)**

**(Incomplete applications will not be entertained)**

To:

The Director UGC-HRDC,  
Goa University, Goa 403206

Madam,

I wish to join the Faculty Induction Programme / Refresher Course / Short Term Course / Workshop, in / on \_\_\_\_\_ to be held from \_\_\_\_\_ to \_\_\_\_\_.

I shall abide by the terms and conditions of the course / programme 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 / programme.

My particulars are given below:

1	Name (as it should appear in the certificate): Dr./Mrs./Ms./Mr.	
2	Qualifications	
3	Designation	
4	Status	Temporary / On probation / Permanent (please strike off that is not applicable)
5	Name of the University / Affiliated University	
6	Name of the College	
7	Office Address	
8	Office Phone.No	
9	College/University satisfies 2(f) / 12(B) of the U.G.C.Act 1956 (please strike off that is not applicable) on Page no. ____ (as of latest document on UGC website)	
10	Address to post Certificate	
11	E-mail ID (only Gmail)	
12	Mob No	
13	Mob.No. (WhatsApp)	
14	Date of Birth	
15	Category (Gen/OBC/SC/ST/Others)	
16	Gender (Male/Female)	
17	Subject	
18	Area of Specialization	

19	Date of Joining	
20	Length of Service	_____years, _____months
21	CAS (Next promotion) due on	
22	Teaching Experience_	Total_____years, _____months
i	Degree College	_____years, _____months
ii	PG Department	_____years, _____months
23	Basic Pay Rs.	

Details of Programmes (organized by UGC-HRDC) already attended:

A	Faculty Induction Programme (Orientation Programme)	Date of the Course	Name of the concerned HRDC
i			
B	Refresher Courses (latest):	Dates of the Courses	Name of the concerned HRDC
i			
ii			

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, 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. 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 the 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.

Madam,

I am forwarding herewith the application of Shri/Smt. \_\_\_\_\_ who is a teaching staff of the Department/College for participation in the Faculty Induction Programme/Refresher course / Short Term Course/ Workshop to be held at Goa University, Taleigao Plateau between \_\_\_\_\_ and \_\_\_\_\_ (both days inclusive). Our college satisfies with section 2(f) /12(B) of the U.G.C. Act 1956.

Date:

Seal of the Department/ College

Signature of the H.O.D./Principal

**IMPORTANT- Only Scanned/Soft Copy of complete application form received at [hrdcoffice@unigoa.ac.in](mailto:hrdcoffice@unigoa.ac.in) will be considered for selection. No hard copy through post will be accepted.**