



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

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Website /www.asc.dauniv.ac.in email: [ugcascindore@gmail.com](mailto:ugcascindore@gmail.com)

**APPLICATION FORM FOR SHORT TERM COURSE**

**TITLE NAME** \_\_\_\_\_

Photograph  
Attested by  
Principal/  
HOD

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

NAME: DR./MRS./MISS./MR.:  SUBJECT:

COLLEGE/UTD :  CITY:

DISTRICT :  STATE:  PIN:

UNIVERSITY :

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

01. Sex :  Male/Female\*      02. Marital Status:  Married/Unmarried\*

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\*

7. Present Pay Scale \*8000-13,500/ \*10,000-15,200/ \*12000-18,300

08. Do you belong to SC/ST Yes/ No

\*Strike out whichever is not applicable.

09. Details of courses already completed

A.	<input type="text"/> Orientation	Date-	<input type="text"/>	ASC-	<input type="text"/>
B.	<input type="text"/> Refresher	Date-	<input type="text"/>	ASC-	<input type="text"/>
C.	<input type="text"/> Refresher	Date-	<input type="text"/>	ASC-	<input type="text"/>
D.	<input type="text"/> Refresher	Date-	<input type="text"/>	ASC-	<input type="text"/>

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 HRDC as early as possible so that the seat can be given to others.
- B. I also authorize the HRDC to deduct from TA the cost of lost or damaged books/any other material issued to me.
- C. I promise to refund the University any TA claims not approved by the audit and authorize my employer to deduct from my pay if needed any of the above.
- D. I shall bring with me sufficient funds to meet boarding/lodging and other expenses, in case of delay in payment of TA.

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. HRDC 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 HRDC 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.
- 06. No DA will be given to participants only TA will be reimbursed.

PRINCIPAL/HEAD OF INSTITUTION SEAL

DATE: \_\_\_\_\_

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**INSTRUCTIONS**

- 1) **Incomplete application form will not be considered.**
- 2) **A Demand Draft of Rs. 1000/- (non-refundable) payable at Indore in the name of Director HRDC, DAVV, should be enclosed with the application form.**
- 3) **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/pen drive) ready for projection. The time and date of seminar shall be notified during the course.**
- 4) **The participants are required to attend all the sessions of the course sincerely. No leave shall be granted during the course.**
- 5) **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-Human Resource Development Centre, 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.**

# Certificate for claiming TA.

To,  
The Director  
UGC-Human Resource Development Centre  
Devi Ahilya Vishwavidyalaya  
Indore - 452001

Subject: Certificate for claiming TA.

Dear Sir,

This is to certify that our college/institution/organization (name of the institution)

.....  
is affiliated to..... University since  
..... and recognized under Section 2 (f) & included under Section 12(B) of UGC Act 1956, vide letter  
No.....dated.....received from University  
Grants Commission, New Delhi.

The above information provided is true to our knowledge, and if found to be otherwise, the concerned teacher Mr./Mrs./Ms./Dr ..... who is attending the course/programmes organized by UGC-HRDC, DAVV will not be entitled for his/her TA as per the new UGC Guidelines for HRDCs.

Yours sincerely,

Date:  
Place:

Principal/Head of Institution  
(Signature with seal)