



ACADEMIC STAFF COLLEGE

RAJIV GANDHI PROUDYOGIKI VISWAVIDYALAYA

(University of Technology of Madhya Pradesh)

Airport Bypass , Gandhi Nagar, Bhopal – 462033

Ph. 0755-2678814

Website: www.rgpv.ac.in

Email: academicstaffcollege@rgtu.net

APPLICATION FORM

Read the instructions carefully given on next page before applying for the course. Fill the form completely.

Applying For: **ORIENTATION PROGRAMME / REFRESHER COURSE**

on _____ Date _____

(Part A: To be filled by the candidate)

Photo

1. Name (Block Letters).....Gender: **M/F**
2. Date of Birth..... Designation.....

3.

Address for Correspondence : _____ _____ _____ _____ Contact No.: Off. R. Mobile: Email ID:

Name & Address of the Institution : _____ _____ _____ _____ Contact No.: Off. Mobile: Email ID:
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4. Academic Record: (*Degree Onwards*)

S. No	Degree	University	Year	Subject(s)

5. Teaching Experience: :(years).....(months)

6. Details of Orientation/Refresher Courses attended so far:

S. No.	Course	Dates	Institution

7. **Declaration:** I certify that I fulfill the eligibility criteria for the above Orientation Programme/Refresher Course and information provided above are true to the best of my knowledge and belief. If at any time, it is found that any of the above information is incorrect, then the university may take disciplinary action against me. Further, I accept to follow the rules and regulations of the Academic Staff College-RGPV.

Date:

Place:

Full signature of the Applicant

PART B (To Be Filled by Employer)

1. Dr./Mr./Mrs./Ms... a faculty in this College/University/institute, w.e.f.....and having present designation as _____, is recommended to attend the Orientation Programme/Refresher Course at ASC-RGPV, Bhopal. If selected, he/she will be fully relieved for the entire period of the programme/course.

Place :

Date :

Signature of the Principal/Director
(With seal and Contact No.)

TERMS AND CONDITION FOR REFRESHER/ORIENTATION COURSE

1. **Registration Fee:** Every participant after confirmation will have to pay **non refundable registration fee of Rs. 1000/- (Rupees One Thousand only) for the Orientation Programme, Rs. 1500/- (Rupees fifteen Hundred only) for the Refresher Course through Bank Draft/Bankers Cheque drawn in favor of Registrar, RGPV, payable at Bhopal. The application may be addressed to the Coordinator, ASC–RGPV.**
2. **No accommodation** will be provided for outstation participants. However ASC-RGPV shall provide necessary guidance and assist in locating suitable accommodation for the participants.

General Instructions:

- Interested Participants are required to send the scanned copy of the duly filled application form through email before the prescribed last date of the programme/course.
- The **email** should be sent with the **subject : ‘Title of the course’ and ‘Course date’**.
- Selected participants are required to bring duly filled original form along with DD.
- The detailed course schedule shall be provided during registration.
- All participants must register themselves positively in advance for the course.
- The participants are required to attend all the sessions of the programme/course sincerely. No leave shall be granted during the course.
- Only those participants who will complete the course in all respects shall be eligible to receive the certificate of participation. In case of any default on the part of the applicant, the Academic Staff College, RGPV has all the rights to cancel the admission , withhold the certificate and/or take any disciplinary action .