



Ref. No. HRDC/BU/COURSE/CORRS/213

Date: 25 January 2019

NOTICE

**Six-day Workshop on Higher Education Management and Administration
from 14th March – 19th March 2019 to be conducted by the UGC-Human Resource
Development Centre, The University of Burdwan**

UGC-Human Resource Development Centre, The University of Burdwan is going to conduct **Six-day Workshop on Higher Education Management and Administration** for the Officers of the University of Burdwan and other Universities of West Bengal, the Teacher-in-Charges, Officer-in-Charges and the Accountants of the colleges affiliated to the University of Burdwan **from 14th March – 19th March 2019**. Applicants are requested to download the application form from the UGC-HRDC, BU website and submit the filled-in application **on and before 13th February 2019** by hand or by post to the office of the undersigned.

**Sd/-
Director
UGC-HRDC
The University of Burdwan**

**UGC HUMAN RESOURCE DEVELOPMENT CENTRE
THE UNIVERSITY OF BURDWAN**

BURDWAN, WEST BENGAL – 713104

Website: www.buruniv.ac.in

E-mail: office@hrdc.buruniv.ac.in

**Application Form for Workshop on Higher Education Management and Administration
(For the Officers of the University of Burdwan and other Universities of West Bengal &
Teacher-in-Charges, Officer-in-Charges, Accountant of the affiliated Colleges of the
University of Burdwan)**

Name of the Course for which Application is made (Name as per Tentative Schedule)	Workshop on Higher Education Management and Administration
Period (as per Tentative Schedule)	14th March – 19th March 2019

1. Name of the Applicant (Block Letters) :
2. Sex (Please tick) : Male / Female / Transgender
3. Community (GEN/ST/SC/OBC/BC) :
4. Highest Qualification :
5. (i) Date of First Regular Appointment (DD/MM/YYYY) (Photocopy of Supporting Document to be attached) :
- (ii) Designation of First Regular Appointment :
- (iii) Name of the University/ College / Institution of First Regular Appointment :
6. (i) Present Designation :
- (ii) Date of Appointment in the Present Designation (DD/MM/YYYY) (Photocopy of Supporting Document to be attached) :
- (iii) Name of the University/ College / Institution :
7. Nature of Appointment (Permanent / Probationary / Temporary / Ad-hoc) :

8. Present University/College & Address (State whether Private/State/Central Aided) :
- Office Phone No. STD Code No.....
9. Name of the Affiliating University :
10. Residential Address :
- Residential Phone No. STD Code No.....
11. Mailing Address with Pin Code :
- Mobile Number :
- E-Mail (Call Letter to be sent) :
12. Accommodation Required (Please tick) : Yes / No
13. Due Date of Next Promotion (DD/MM/YYYY) :

I do hereby declare that the entries made in this application form are true to the best of my knowledge and belief and I shall abide by the rules and regulations of the UGC-HRDC, BU during the course.

Date: _____ (Signature of the Applicant)

Certificate of “Recommendation” and “No Objection” from the Registrar of the University / Principal / President of the Governing Body for Teacher-in-Charges / Head of the Institution

Certified that the Applicant (Name)

(Present Designation) is a Permanent / Probationary / Temporary / Ad-hoc employee in this Institution and is serving for years. I do hereby recommend his/her application for the Workshop on Higher Education Management and Administration. He/She will be released on time to participate in the above course, at UGC-Human Resource Development Centre, The University of Burdwan, if selected.

Following information furnished by the candidate are verified with official record.

Present Designation :

Nature of Appointment
(Permanent / Probationary / Temporary / Ad-hoc)

Date of First Regular Appointment :
(DD/MM/YYYY)

Highest Qualification :

Date:
(Signature of the Forwarding Authority with seal)

Note:

1. Applications will be accepted only in HARD COPY.
2. The last date for receipt of an application form is 30 days before the commencement of the course.
3. Selected applicants will be intimated through e-mail.
4. BANK DRAFT of Rs. 1000/- (Rupees One thousand only) in favour of “UGC-HRD Centre, The University of Burdwan” payable at Burdwan has to be sent by participants(except the Officers of The University of Burdwan) ONLY AFTER INTIMATION OF SELECTION.
5. Participants will not be entitled for TA and/or any other allowances for the Workshop
6. It is mandatory for candidates to submit filled up ANNEXURES at the time of registration.
7. Incomplete applications and forms containing incorrect information will be rejected.
8. Participants from other Universities / Colleges availing the Guest House facility of The University of Burdwan have to pay for their accommodation and food except Lunch.
9. Supporting documents in favour of First Regular Appointment and Appointment to the Present Designation to be attached along with the application form.
10. Candidate should submit Annexure A at the time of Registration.

Address for all Correspondence:

The Director
UGC HUMAN RESOURCE DEVELOPMENT CENTRE
THE UNIVERSITY OF BURDWAN
GOLAPBAG, BURDWAN
PIN – 713104
WEST BENGAL, INDIA
Tel: 0342-2657938 / 0342-2658050 (D)
Fax – 0342-2657938
EPABX – 0342-2634975 (Extn. 461)
E-mail – office@hrdc.buruniv.ac.in
Website: www.buruniv.ac.in

For UGC-HRDC use only

- Certificate of "Recommendation" and "No objection" from forwarding authority with proper verification of information furnished by the candidate.
- Documents in support of First Regular Appointment and Present Designation
- Remark/s (if any)

Checked with Signature

RELEASE ORDER

To
The Director
UGC-HRDC
The University of Burdwan
Golapbag, Burdwan - 713104

Sub: Release order of Mr/Ms/Dr.....
for joining the **Workshop on Higher Education Management and Administration**

Ref. Your letter No.....dated.....

Sir/Madam,

With reference to the above, I am to inform you that
Mr/Ms/Dr.....
is hereby released today the day of, 20.....FN/AN to enable
him join the Workshop on Higher Education Management and Administration being
conducted by UGC-HRDC, Burdwan University from.....to.....

He/She shall attend the course full time and shall not avail any kind of leave during
the programme and his/her period of absence shall be treated as per rule.

Signature & Seal of
Registrar of the University /
Principal / President of the Governing Body
for Teacher-in-Charges / Head of the
Institution of the relieving institute