

No.SGBAU/513/ASC/ /2009

Date : .5.2009

Enclosed is the tentative courses scheduled of our Academic Staff College for May,2009 to March 2010. I shall feel personally obliged, if you kindly circulate it among your colleagues. Registration form is enclosed. Further copies of the registration form may be downloaded from the website [www.sgbau.ac.in](http://www.sgbau.ac.in)

Thanks for your cooperation.

With regards.

Sincerely

(Dr.Rajesh Singh)  
UGC-ASC,  
Sant Gadge Baba Amravati University,  
Amravati

Encl : 1. Course Schedule  
2. Registration Form.

**UGC ACADEMIC STAFF COLLEGE  
SANT GADGE BABA AMRAVATI UNIVERSITY,  
AMRAVATI (M.S.)- PIN- 444 6002**

**Application for Refresher/Orientation Course**

**INCOMPLITE APPLICATION WILL NOT BE ENTERTAINED**

To,  
Academic Staff College,  
Sant Gadge Baba Amravati University,  
Amravati (M.S.)- 444 6002



Sir,

I wish to join the Orientation / Refresher Course .....  
(Name of Course) for Teachers to be held from ..... to..... I  
shall abide by terms and conditions of the course / programme and will attend each and every  
session and will participate in every possible way.

My particulars are given below :

1. Name : Dr./Mrs./Miss/Mr.-----  
-----
2. Qualifications : -----  
-----
3. Designation : ----- Status : Temporary / On probation / permanent
4. University : -----
5. Official Address : -----  
-----  
-----
6. Phone (O) -----  
(R) -----  
(M) -----  
e-mail -----  
FAX -----
7. Residential Address : -----  
-----
8. Date of Birth : ----- O.B.C./SC/ST ----- Male/Female-----
9. Subject : ----- Area of Specialization -----
10. Date of first appointment- .....DD.....MM .....YY.....

11. Length of Service : ----- Years ----- Months
12. Teaching Experience -----Basic Pay Rs. -----
- a. Degree College : ----- Years ----- Months-----
- b. P.G.Department : -----Years ----- Months -----
- c. Administrative Experience -----Years ----- Months -----
13. Shortest Route of Journey : -----
14. Do you need hostel accommodation ? Yes / No.  
(Accommodation is not available at present. Few selected candidates will get only the accommodation.)
15. Details of Programme (organized by Academic Staff College) already attended :
16. (i) Orientation : From ----- To -----  
(ii) Refresher : From ----- To -----  
From ----- To -----  
From ----- To -----
17. Details of the other Seminar / Workshop attended : -----  
-----  
-----
18. Publications number : a) Papers ----- b) Books -----
19. Does your institution belong to :- Yes/ No  
2(f)/12(B) of the UGC Act.

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

Yours faithfully,

Date-----

(Signature of the Applicant)

**Note :-** 1) As per the revised guidelines from UGC, selected participants have to pay an admission fee (non-refundable) of Rs.500/- at the time of admission.

2) Selected participants are requested to bring at the time of registration a D.D. of Rs.500/- in favour of the **Registrar, Sant Gadge Baba Amravati University**, payable at **Amravati (Maharashtra State)**.

#### ENDORSMENT BY AUTHORITY

Certified that the information given by -----  
is correct as per the record of this Institution and he/she, if granted admission, will be relieved to attend the Orientation / Refresher Course.

Date : -----

Place : -----

Signature of Registrar / Principal  
Seal of University/College  
(Name : -----)