



**UGC- HUMAN RESOURCE DEVELOPMENT CENTRE**  
(Formerly Academic Staff College)  
**MADURAI KAMARAJ UNIVERSITY**  
(University with Potential for Excellence)  
Palkalainagar, Madurai-625 021 Phone: 0452-2458251

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To  
The Director  
UGC- Human Resource Development Centre  
Madurai Kamaraj University  
Madurai – 625 021

Sir,  
I wish to apply for the Orientation Programme/ Refresher Course in .....  
to be held from.....to..... I shall abide by the conditions of the  
course /programme and will attended each and every session.

1.	Name (in Block Letters)	:	
2.	Designation and Department	:	
3.	Academic Qualifications	:	
4.	Name and address of the College/University/Institution PIN code a) College phone number with STD code b) College e-mail ID	:	
5.	Type of College/University/Institution	:	Government/Government Aided/Autonomous/ Self-finance
6.	Sex	:	Male / Female
7.	Age & Date of Birth	:	
8.	Community	:	SC/ST/MBC/BC/Others
9.	Religion	:	
10.	Minority Status	:	Yes/No
11.	Date of Permanent Appointment	:	
12.	Total Years of Teaching Experience from the date of <b>permanent appointment</b>	:	Years..... Months .....
13.	a) Residential Address  b) Phone No. c) e-mail ID	:	
14.	Any Career advancement held up because of non-participation in OP/RC If yes, specify the date	:	Yes / No
15.	Due Date of the next Career advancement	:	

16. Details of the Orientation Programmes / Refresher Courses attended earlier

S.No.	Details of OP / RC	Name of the Academic Staff College	Duration of participation From.....To.....
1.			
2.			
3.			

The details given above were verified and found to be correct. I will abide by the rules and regulations of the UGC.

**Place:**

**Date:**

**Signature of the Applicant**

**Certificate**

1. Certified that the above information is correct to the best of our knowledge.
2. Certified that our College/University is included in the list of Colleges under Sec.2(f) / 12B of the UGC Act 1956.
3. Certified that the applicant is a permanent / self finance teacher and will be relieved for the Programme / Course if selected.

**Office Assistant**

**Office Superintendent**

**Declaration by the Registrar / Principal**

I certify that I will relieve ..... (Name of the applicant) of ..... Department to attend the OP/RC/STC to be conducted by the Human Resource Development Centre of MKU during .....to..... In case, the applicant is not selected for this course, he/she may be considered for the course in future.

Date:

Station:

**Signature of the Registrar/Principal with Seal**

## INSTRUCTIONS:

1. Application must be forwarded through proper channel.
2. **The dates of Permanent Appointment and next Career Advancement, Phone Number (Mobile Number), E-mail ID and the declaration by the Registrar / Principal to relieve the applicant are must to consider the application.**
3. Cell phone is completely prohibited inside the Seminar hall of the ASC building.
3. Participants are encouraged to bring their laptops.
4. The filled in application should be sent to **The Director, UGC –Human Resource Development Centre** (Formerly Academic Staff College), **Madurai Kamaraj University, Madurai – 625 021.**
5. Demand Draft should be in favour of The Director, UGC – Human Resource Development Centre, Madurai Kamaraj University payable at Madurai from any Nationalized Bank. Participant must write his/her name, address and course name on the reverse of the Demand Draft (Non Refundable). Suppose the UGC – Human Resource Development Centre is not in a position to conduct the scheduled program due to insufficient number of applicants, the DD may be returned to the applicants by certificate of posting.
6. Demand Draft must be sent only after receiving the selection letter. The UGC – Human Resource Development Centre will not be responsible for the Demand Drafts sent along with the Application form.
7. Advance Copy of the Application will not be considered for selection.
8. The Teacher participants are advised to forward their filled-in application in the prescribed format well in advance prior to the date of commencement of the respective course. The last date will be fixed by the Director, depending upon the response to the course/seats available.