2-Day Workshop of Academic Administrators
February 23-24, 2018

Concept Note:

A UGC-sponsored and approved 2-day workshop of Academic Administrators shall be organized by the UGC-HRDC, JU, during February 23-24, 2018 (Friday & Saturday). The themes of the workshop are issues in RTI 2005 and Internal Complaints Committee in the resolution of sexual harassment and gender bias cases.

Coordinator: Dr. Partha Pratim Lahiri, Registrar (Actg.), Jadavpur University

Participation: By application as well as invitation.

Those who wish to participate (please see the eligibility condition given below), must apply in the prescribed format (see below) and submit the duly filled in application form either by post to the following address or by e-mail (scanned copy of application along with NOC and other relevant documents) to **prabirchatterjee1980@gmail.com**

Postal Address: The Director,
UGC-Human Resource Development Centre,
Jadavpur University
Salt Lake Campus, Block – LB, Plot No. – 8,
Sector – III, Salt Lake City, Kolkata – 700 098

Application starts on: January 8, 2018

Application closes on: February 9, 2018

Eligibility:

Academic Administrators (Officers in Group A Category in the University) working in substantive posts and/or those who are appointed in full time contractual positions and have been working for at least three (3) academic sessions in universities/institutes are eligible apply for participation in the Workshop.

No. of seats:

The Workshop shall be organized only if there are at least 30 eligible applicants. Maximum number of participants would generally be 40.

TA/DA:

Limited Travel Allowance/Dearness Allowance and other allowances for attending the workshop may be permissible. Local hospitality for a limited number of outstation participants may be provided by the UGC-HRDC.

For further information, contact:
Mr. Prabir Kr. Chatterjeee, Section Officer, UGC-HRDC, JU; (M) 8697977343; Email: **prabirchatterjee1980@gmail.com**

UGC–Human Resource Development Centre (UGC–HRDC)
Jadavpur University,
Kolkata – 700 098

Application form for Workshop of Academic Administrators

Affix your signed photograph.

Personal Details:

1. Name of the candidate (BLOCK LETTER) :
2. Date of Birth :
3. Marital Status : Single / Married
4. Gender : Male / Female / Other
5. Category : General / SC / ST / OBC – A / OBC – B / Differently-Abled

Communication Details:

6. Address i) Correspondence :

   ii) Residential :

7. Contact number (Phone / Mobile):
8. E-Mail Id :

Professional Details:

9. Highest degree obtained :
10. Present designation :
11. Department :
12. Organization of your employment:
13. Affiliating University (if any) :
14. Institution (type) : Govt. / Govt. Aided / Self Financed / Autonomous / Others
15. Date of appointment :

16. Nature of appointment : Permanent / Full-time Contractual

17. Next promotion due on :

18. Details of course attended at HRDC (or ASC):

Course	Dates	Name of the HRDC (ASC)

19. Any other relevant information:

Declaration

I hereby declare that the information given above is true to the best of my knowledge and I shall abide by the rules and regulations of UGC-HRDC, Jadavpur University, Kolkata.

Date: **Signature of the Applicant**

Certificate of 'Recommendation' and 'No Objection' from the Registrar of the University

This is to certify that the applicant *(Name)* ……. *(Present designation)* ……. is a Permanent / Full-time Contractual at …… and is serving for …… years. I do hereby recommend his/her application for *(Program)*……. . She/He will be relieved on time to participate for the above mentioned course at UGC–HRDC, Jadavpur University, Kolkata, if selected.

Date: Signature of the Registrar with seal

<u>Address for all Correspondence:</u>

The Director
UGC-Human Resource Development Centre
Jadavpur University
Salt Lake Campus, Block – LB, Plot No. – 8,
Sector – III, Salt Lake City, Kolkata – 700 098