



ACADEMIC STAFF COLLEGE
Devi Ahilya Vishwavidyalaya, Khandwa Road Campus, Indore 452017

Ph. No. (0731) 2462069 (O) Fax No. 2460830
Website /www.asc.dauniv.ac.in email: head.asc@dauniv.ac.in

APPLICATION FORM FOR ORIENTATION/REFRESHER COURSE

IN _____

Photograph
Attested by
Principal/
HOD

***FORM SHOULD BE FILLED IN CAPITAL LETTERS**

NAME: DR./MRS./MISS./MR.:		SUBJECT:	
COLLEGE/UTD :		CITY:	
DISTRICT :		STATE:	
		PIN:	
UNIVERSITY :			

Preference from the ASC Schedule/Date: 01.

02.

01. Sex :

Male/Female*

02. Marital Status:

Married/Unmarried*

02. Date of Birth :

03. Address for Correspondence :

Pin Code No. :

E-mail Address :

Phone No. (With STD Code) (O)

(R)

Mobile No.

Date of Joining As: Lecturer:

Senior Lecturer :

Selection Grade Lecturer :

06. Whether awarded Ph. D. Degree Yes/No*

07. Present Pay Scale *8000-13,500/ *10,000-15,200/ *12000-18,300

08. Do you belong to SC/ST Yes/ No

*Strike out whichever is not applicable.

09. Details of courses already completed

A.	Orientation	Date-		ASC-	
B.	Refresher	Date-		ASC-	
C.	Refresher	Date-		ASC-	
D.	Refresher	Date-		ASC-	

10. Certified that all the information is correct to the best of my knowledge and belief. I UNDERSTAND THAT MY ADMISSION WILL BE CANCELLED IF ANY INFORMATION GIVEN BY ME IS FOUND TO BE INCORRECT. I also undertake to abide with the following rules :

- A. In case I am unable to join the course I will intimate the ASC as early as possible so that the seat can be given to others.
- B. I authorize the ASC to deduct from my DA any expenditure incurred on me by the ASC.
- C. I also authorize the ASC to deduct from TA/DA the cost of lost or damaged books/any other material issued to me.
- D. I promise to refund the University any TA/DA claims not approved by the audit and authorize my employer to deduct from my pay if needed any of the above.
- E. I shall bring with me sufficient funds to meet boarding/lodging and other expenses, in case of delay in payment of TA/DA

DATE: _____

SIGNATURE OF THE APPLICANT

- 01. Recommendation of the principal (recommendation means commitment to relieve the applicant for the duration of the course full time).
- 02. ASC will be intimated as early as possible in case he/she is unable to join the course.
- 03. The teacher will be asked to send the feedback to ASC after completing the course and he/she will be persuaded to implement the major recommendations of the course.
- 04. Certified that our college is included under section 12-B section 2 (f) of UGC Act/has been affiliated to university for at least 5 years.
- 05. CERTIFIED THAT THE INFORMATION GIVEN IN THE APPLICATION FORM HAS BEEN VERIFIED FROM THE SERVICE BOOK AND OTHER RECORDS.

PRINCIPAL/HEAD OF INSTITUTION SEAL

DATE: _____

INSTRUCTIONS

INCOMPLETE APPLICATION FORM WILL NOT BE CONSIDERED.

- 2) A demand draft of Rs. 500/- (non-refundable) payable at Indore in the name of Director ASC, DAVV, should be enclosed with the application form.