

झारखण्ड केन्द्रीय विश्वविद्यालय
Central University of Jharkhand
 Brambe, Ranchi 835205

APPLICATION FORMAT FOR ORIENTATION / REFRESHER COURSE

Applicant's Name & Designation	:		
Centre/Department	:		
Nature of Course	:		
Period of the Course	: days (from to)		
Name of Institution organising the Course	:		
Please mention period of earlier Orientation/Refresher Course/s attended (if any).	:		
Time gap between earlier and proposed courses	:		
Undertaking / remarks of the applicant for class adjustment/completion (if assigned to other faculty, his acceptance required) and/or other academic/exam related assignment.	:		
Station Leave requirement (Yes/No)	: Days, From to		
Charge of responsibilities viz. Dean / Head / Coordinator / Warden / etc. (if any) during the period with its acceptance.	:		
Date of Applcn.	Applicant's Sign.		
Recommendation of Head/Coordinator with Sign.#	:		
Recommendation of Dean with Sign.#	:		
FOR OFFICE USE ONLY			
Estt. Section to check & mention whether eligible as per UGC Guidelines.	:		
Sign. of Estt. Assistant with remarks (if any)	Sign. of Asst. Registrar with remarks (if any)		
(If not eligible, application may be returned to the applicant by Asst. Registrar with remarks, if any).			
Sanctioned/Not Sanctioned/Referred to the Executive Council			
Registrar	Sanctioning Authority*		
#In case of Head/Coordinator, recommendation of Dean required. *Sanctioning Authority shall be the Vice Chancellor.			