

PROFORMA

[Typed matter in foolscap size to be submitted by teaching staff for attending Orientation Course / Refresher Course / Faculty Development Programme / Training Programme / Summer School / Winter School / Conference / Workshop / Seminar etc.,]

Token No :

Name :

Designation :

Department :

Date of first appointment :

Present AGP :

Name of the Course / Programme :

Period of the Course / Programme :

Place of conducting the course / Programme:

Whether any financial commitment will be incurred to the University : Yes / No

Whether alternate arrangements has been made for handling his / her class work : Yes / No
(If “yes”, details to be attached)

Whether alternate arrangements has been made for duties assigned pertaining to the University examinations : Yes / No
(If “yes”, NOC from the Controller of Examinations to be attached)

Whether any academic assignments in the department has been entrusted to him / her during the course period : Yes / No
(If “Yes”, NOC from the Head of the department to be attached)

Number of Courses sofar attended by him / her (for CAS purpose) with period (except Conference / Workshop / Seminar) :

Whether his / her attendance in this course :
is essential for next higher AGP movement

Number of Conference / Workshop / :
Seminar attended during this academic
Year and the period

Number of days of “On Other duty” :
availed for attending the above programme (s)
during this academic year

Signature of the teacher with date :

Specific recommendation of the Wing :
Head & signature with Office seal

Director’s remarks & Signature with :
Office seal.

Space for Office Note: