



UGC-Human Resource Development Centre (HRDC)

(Formerly UGC-Academic Staff College)

University of Calcutta

92, Acharya Prafulla Chandra Road, Kolkata-700 009

Phone & FAX: 033-23519754, (P) 2350 8386 Extn. 291; Email: directorcuhrdc@gmail.com



20 February 2017

NOTICE

UGC-HRDC, University of Calcutta: Workshop for Academic Administrators during 23-24 March 2017

The UGC-HRDC, University of Calcutta proposes to organize a two-day workshop for '**Academic Administrators**' during **23- 24 March 2017**, in the **Meghnad Saha Auditorium** at **Rajabazar Science College Campus** of the University. '**Catalytic Role of IQAC in Higher Education Institutions**' will be the focal theme of the workshop. Distinguished academic administrators will be invited as resource persons. **Principals, TICs/OICs** and **Coordinators/ Directors of IQACs** of colleges and universities are welcomed to register their names by sending the filled in below-mentioned proforma, duly signed and forwarded by the appropriate authority, **on or before 15 March 2017** up to **05-00 pm**. Please feel free to contact the **Office of the Director**, UGC-HRDC, University of Calcutta (**directorcuhrdc@gmail.com**; **Tel. 033-2351-9754**) for the details, if needed. It is to be noted that, considering our available infrastructure facilities the number of participants may be limited to the maximum of 100 persons. We may be excused for not being able to provide TA and/ or DA to the participants for attending the workshop. However, a **non-refundable Registration Fee of Rs. 1000/-** (one thousand) only has to be submitted through a Demand Draft drawn in favour of '**University of Calcutta– A/C Academic Staff College**' payable at **Kolkata** before joining the workshop. Selection of the participants will be made on the first-come-first-enrolled basis.



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UGC-HRDC, University of Calcutta/ Workshop for Academic Administrators/ 23-24 March, 2017

REGISTRATION FORM

1. Name of the College/ Department/ Institution:
2. Postal address, Email and Contact No. of the College/ Department/ Institution:
3. Affiliated to (Name of the University):
4. Name of the Participant (in CAPITAL LETTERS):
5. Designation:
6. (a) Mobile No. :
(b) Email:
7. Demand Draft (of Rs. 1000/-)* No.....date.....
8. Expected outcome of the Workshop (in not more than 100 words):

[Signature with date]

***Please Note:** A Demand Draft of Rs. 1000/- (one thousand) only drawn in favour of 'University of Calcutta – A/C Academic Staff College' payable at **Kolkata** has to be submitted as Registration Fee for participation in the workshop