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| UGC LOGO 1 copy | UNIVERSITY GRANTS COMMISSIONSanothimi, Bhaktapur, Nepal |  |

**Application form for UGC Chair Program** |

**1. General Information of Institution**

|  |  |
| --- | --- |
| University/University affiliated to |  |
| Name of the institution (Campus/Department/School/Faculty), Address  |  |
| Contact no |  |
| Email |  |
| Name of the institution head |  |
| Designation  |  |
| Contact no (Telephone/Mobile) |  |
| Email |  |

**2. Program Details**

|  |  |
| --- | --- |
| Area of subject for this program |  |
| Proposed Department/faculty affiliation  |  |
| Academic programs currently being offered | Programs  | Total number of students |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5.  |  |
| Total number of faculty involved in teaching | Full Time | Part Time |
|  |  |
| Total number of faculty with Post Doctorate  |  |  |
| Total number of faculty with PhD |  |  |
| Total number of faculty with MPhil |  |  |
| Total number of Non-Teaching staffs |  |  |
| Proposed name of the expert involved in UGC Chair Program if any and attached CV |  |
| Collaboration with other institutions for this program if any |  |

**3. Outline of the proposal**

* Introduction of the program
* Justification/relevancy of the program
* Methodology used for conducting the program
* Details of the activities/work plan/agenda etc
* Expected outcomes of the program
* Program budgeting

**4. Funding sources**

|  |  |  |
| --- | --- | --- |
| Any other institution supporting for this program |  |  |
| Amount and purpose  |  |  |
| Amount of support requested to UGC  |  |  |

**7. Undertaking by the Institution Head**

I hereby undertake and affirm that:

* All the information provided above is true to the best of my knowledge.
* If the grant is provided, I shall solely be responsible for its proper utilization and provide the receipts of expenditure to UGC.
* All the supporting should be verified and attested at the Institute.

Date:

Institution head's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Document Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Mark with \* | Document Checklist Before Program | Mark with \* | Document Checklist after Program |
|  | A cover letter signed by the head of the institution |  | A cover letter |
|  | Application form with complete information  |  | Narrative Report (Background information, objectives/outcomes, methodology/delivery, outputs, conclusion and recommendations)  |
|  | Proposal |  | Statement of expenditure details |
|  | Other evidences mentioned in the application form |  | Other supportive documents  |