



No. MANUU/ER-I(B)/F.110/2016-17/1244

25th November, 2016

C I R C U L A R

All the Deans / Directors, Heads of Departments of Teaching while forwarding the application of the faculty members for attending the Orientation / Refresher Course / International and National Seminars / Conferences / Workshops etc., are requested to ensure that the faculty members shall attend the above programmes in their concerned / relevant subject / field. If it is not in the concerned / relevant subject, the application should not be recommended / forwarded to the competent authority.

Further, the concerned Head of Departments are requested to maintain the record of Refresher Course / Orientation Programme done by the faculty.

This is issued with due approval of the competent authority.

**Deputy Registrar
ER-I Section**

To

**All Deans of School of Studies
All Directors of Centers
All Heads / In-charge of Departments (Teaching) / Centres / CTE's /
Polytechnics/ ITI's / Model Schools / Regional Centres.**

Copy to:

1. Secretary to Vice-Chancellor
2. Registrar Office.
3. Director CIT – for uploading the information on the website
4. Concerned file