



No. MANUU/ER-I (B)/ F.110 /2024-25/379

18th June, 2024

CIRCULAR

Sub : MANUU - ER - I Section - Post facto approvals for attending various Programmes - Reg.

Ref : Vice - Chancellor's approval dated: 28.05.2024.

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It has been observed that a large number of faculty members are attending the various Courses / Programmes at different Institutions / Universities without seeking proper permission from the Competent Authority.

The matter has been viewed seriously and it is hereby informed to all the faculty members that no Post-facto approvals shall be granted. The faculty members shall apply well in time to obtain the permission from the Competent Authority to any Course / Programme.

Further, no certificate shall be accepted and taken on record where the prior permission of the Competent Authority has not been obtained.

All the Heads of the Departments / Directors / Principals/ Incharge shall forward the request of the faculty members only if the course / programme is relevant to his subject / specialization and no teaching workload is hampered.

To

All the Teaching Staff
All the Other Academic Staff (Teaching)

Copy to:

1. All the Dean of the Schools
2. All the Director of the Centres / Directorates
3. All the Head of Departments
4. All the Incharge off campuses
5. All the Principals of CTEs, Polytechnics, RCs, SRCs, Model Schools
6. Office of the VC / Registrar / OSD - I / OSD - II
7. Director, CIT (for uploading on University website)
8. Concerned file

Registrar
15/06/2024