तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी/Neelakudi,तिरुवारूर/Thiruvarur 610 005

☎:04366-277256 / email: establishment@cutn.ac.in

CUTN-3-4/2014-Estt/ 9988 20.10.2020

OFFICE ORDER

In continuation to Office Order No. CUTN-3-4/2014-Estt dated 08/05/2018, it is once again brought to the notice of all faculty members, the regulations for attending Refresher Course and Orientation Programme. (Copy enclosed)

The Faculty members are intimated to adhere to the circular dated 08/05/2018 and apply /attend refresher course and orientation programme in accordance to the provisions contained in the referred order.

The Head of the Department / Dean of the School may kindly forward the request of faculty members for attending Refresher Course / Orientation Programme with clear recommendations in accordance to the provisions contained in the referred order.

This issues with the approval of Competent Authority.

20/10/20

Joint Registrar
(Establisment)

एम.पी. बालामुरुगन
M.P.Balamurugan
संयुक्त कुलसचिव
Joint Registrar
तमिलनाडु केन्द्रीय विश्वविद्यालय
Central University of Tamil Nadu
तिरुवारूर Thiruvarur–610 005.

To

1. All Deans /Heads
2. All Faculty Members
3. PS to VC
4. PA to Registrar
5. System Admin for e-circular

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तिरुवारूर/Thiruvarur - 610 005

38/c

F.No: CUTN-3-4/2014-Estt Dated: 8 /05/2018

CIRCULAR

Sub: Regulations for attending Orientation Programme and Refresher Course-Reg.

The following regulations are brought to the notice of the faculty for attending the Orientation Programme / Refresher Course.

1. A faculty can attend any number of Refresher Courses but due leave will be provided only to the number of Refresher Course needed to move to the next level of promotion under CAS UGC Regulations, as amended from time to time.
2. At any point of time, in a Dept., 2 faculty or 50% of the faculty is allowed for Orientation Programme / Refresher Course, whichever is less.
3. Faculty members are encouraged to attend the Orientation Programme / Refresher Courses during their vacation.
4. No faculty shall be permitted to attend Orientation Programme / Refresher Courses during the probation period.
5. Application(s) are to be forwarded only by the Head of the Department with specific recommendation.
6. Application(s) shall be submitted well in advance say 30 days prior to the programme.
7. No application shall be entertained if the Orientation Programme / Refresher Courses happens to be during exam sessions.
8. There may be 1 year gap between the Orientation Programmes / Refresher Courses. However it can be considered on case to case basis.
9. Absence period may be treated as duty leave including travel (max: 30 days in an academic year). In case of non-availability of duty leave, the faculty has to avail themselves their eligible leaves available at credit.
10. Details of alternate arrangement for conducting academic classes shall be submitted along with the application at least 15 days prior to the actual date of proceeding on leave.
11. Mere forwarding the application for Orientation Programme / Refresher Courses does not entitle any right to relieve the faculty for the Orientation Programme / Refresher Course. The final decision of the Competent Authority on the recommendation of the Heads of the Department shall be final and binding.
12. The Univeristy will not bear any kind of financial commitment on this matter.

8/5/2018

(Dr. S. Bhuvaneswari)
Registrar

Dr. S. Bhuvaneswari / डॉ. एस. भुवनेश्वरी
Registrar / कुलसचिव
Central University of Tamil Nadu
तमिलनाडु केन्द्रीय विश्वविद्यालय
Thiruvarur / तिरुवारूर - 610 101.

To
1. All faculty and Staff.
2. PA to Registrar / PS to VC.
3. System Admin for e-circular.