

**CIRCULAR**

No:C-3/2018

31.12.2018


Sub: Establishment – CAS Promotions – Course Completion by Faculty members –
Entry in the Office records – Instructions – Reg.

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In continuation with the Career Advancement Scheme Promotion, Refresher course / Orientation Course / Faculty Development Programme / Short Term Training Course in various disciplines have been conducted in the various faculties of the University so as to enable the faculty members to attend the same. Further, some of the faculty members have been permitted to undergo the courses in other Institutions also.

In this regard the faculty members are instructed to enter the Courses attended by them in the office records of the University for updating the academic events on or before 07.01.2019 without fail.

Any requests for entering the same without prior permission letter will not be considered and also any requests for entering the same after the due date will not be entertained.


31/12/18
Registrar(i/c).


To

All the Deans of Faculties.

The Controller of Examinations.

All the Heads of Department of Studies.

The Director, DDE.

The Deputy Director, Annamalai Innovation Centre...With a request to upload in the University Website.

The Joint Registrar.

All the Principals of the Government Arts and Science Colleges Concerned /

Polytechnic Colleges Concerned / Engineering Colleges Concerned.

All the Registrars of Universities Concerned.

With a request to
Circulate the matter to
the surplus staff of
Annamalai University
Working under their
Control.

Copy to P.A to Vice-chancellor.

P.A. to Registrar.