

झारखण्ड केन्द्रीय विश्वविद्यालय

Central University of Jharkhand

(A Central University established by an Act of Parliament of India in 2009)

No.:CUJ/GA/21/2016/250

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CIRCULAR

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 'on duty' will be provided only to the number of Refresher Courses 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./Center max. 2 faculty or 25% 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 & Dean of the School 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 and Refresher Courses. However it can be considered on case to case basis.
9. Absence period may be treated as on duty.
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 University will not bear any kind of financial commitment on this matter.

Sd/-

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Copy for information and necessary action to:

1. Finance Officer
2. Controller of Examinations
3. Librarian
4. All Deans of Schools
5. All Heads/Coordinators: for info. of all faculty in their Centre.
6. DRs/IAO/ARs
7. PS to VC
8. PS to Registrar
- ✓ 9. System Analyst: for website updation.
10. Guard File


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