

CIRCULAR

- It will be compulsory for the Faculty Members to submit **Training Report** in detail through proper channel for training programme of 21 days and more than 21 days. Based on the training, **Future Action Plan related to the training along with Training Report** are required to be submit **within 15 days after completion of the training**. The proforma of the same is given below. After successful completion of the Training, the Faculty Member has to give a Presentation before the faculty members of the concerned Faculty.

Name of the Faculty Member	Title of the training	Training details	Future action plan to be taken based on the training

- Moreover, the Faculty Member needs to clearly mention the “**Utility of the Training**” in the “**Justification**” column of Online Tour Programme”
- All the Unit and Sub Unit Heads are requested to submit the information of the Trainings of 21 days and more than 21 days taken by the Faculty Members of their Unit/Sub Unit **during the period from 01/01/2021 to 31/12/2022** in hard and soft copy in the following Proforma:

Name and Designation of the Faculty Member	Title of the training	Venue of the training	Training duration

No. NAU/REG/Training/12826/2022
 Date: 29/12/2022

Hebhandya
REGISTRAR

Copy for information and necessary action:

All Unit and Sub-unit Heads