



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय

(प्रशासन)

Ref. No. IIT(BHU)/GAD/3(13)/Trg.Prog(iv)/Gen/ 2801

Office of the Registrar

(Administration)

Date-13.05.2017

NOTICE

This is to notify to all the non-faculty members of the Institute that for training programmes, organized by ISTM from time to time, the following policy has been made:

- i. Maximum number of training programme to be allowed to each individuals out of his/her own intent may be limited to two (02) in a year. This number may be increased in individual cases by the Director depending on merit.
- ii. Area of training programme will be restricted to his/her current work function.
- iii. All the intended participants are advised to upload their applications at ISTM website only after getting prior explicit permission from the Institute Administration.

Therefore, all the non-faculty members who have submitted their intent in terms of this office letter No. IIT(BHU)/GAD/3(13)/Trg.Prog.(III)/Gen/19724 dated 30.03.2017 are requested to revise their applications for the training programmes accordingly, latest by May 23, 2017. Subsequently, the nominations will be finalized.

In case, revised intent is not received by the date specified, nomination will be finalized as per above policy and for the first two programmes as per his/her initial intent.

All the concerned are requested to take a note of above.

This issues with the approval of the Director.

As Gondwama 13/05/17
Assistant Registrar(Admin.)-II

Ref. No. IIT(BHU)/GAD/3(13)/Trg.Prog(iv)/Gen/ 2801

Date-13.05.2017

Copy forwarded to the following for information and necessary action:

1. All the Deans
2. The Associate Dean (Academic Affairs)
3. All the Heads of Departments/Coordinator of Schools
4. The Coordinators/Incharge of Units/Centers/Offices
5. All the Professor Incharges
6. The Chief Councillor, Gymkhana
7. The Chairman, Institute Works Committee
8. The Chairman, Senate Library Committee
9. The Chairman, IIT (BHU)-Cafeteria Committee
10. The Chairman, Council of Wardens
11. The Chairman, Web Management & E-mail Services Committee
12. The Coordinator, GTAC

P.T.O.

13. The Deputy Chief Proctor
14. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
15. All the Joint Registrars
16. The Deputy Registrar (Accounts)
17. All the Assistant Registrars
18. P.S. to the Director
19. P.A. to the Registrar

Indian Institute of Technology (Banaras Hindu University).

S Gondwani
13/05/17
Assistant Registrar(Admin.)-II