



CENTRE FOR CONSTITUENT COLLEGES
ANNA UNIVERSITY
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DIRECTOR (CCC)

Lr. No.914/CCC/C5/Programme/UCes & RCs/2021 - 22 - 01 Dt: 9.04.2021

To

All the Deans (i/c),
Regional Campuses & University Colleges of Engineering.

Sir / Madam,

Sub: Anna University - CCC - University Colleges of Engineering /
Regional Campuses - Attending of programmes such as FDP, STTP,
NPTEL, Refresher Course, etc., - Revised Programme Application
Sheet - Direction - Issued - Reg.

Ref: 1. Circular No.001/AU/CCC/2020, Dt.09.10.2020.
2. Circular No.001/AU/CCC/2021, Dt.04.03.2021.

In continuation to the earlier circulars in the reference 1st& 2nd cited, I
am to enclose herewith a revised format of programme application sheet in
connection with attending of Faculty Development Programme, Short Term
Training Programme, NPTEL, Refresher Course, Seminar, Symposium,
International Conference, etc.,.

In this regard, you are directed to circulate the format of programme
application sheet to all the eligible teaching staff members at your campus.

Umayal
9/4/21
DIRECTOR (CCC)

Encl: Format of Programme Application Sheet.

mohana
8/4/21
9/4

Programme Application					
NAME					
DESIGNATION					
DEPARTMENT					
CAMPUS					
DoJ					
Programmes attended during current Semester					
S.No.	Name of the Programme	Duration	Place & Conducted By	Online / Offline	OD / SCL, In case of Offline
Current Programme Name					
Date of Current Programme		Date:	Month:	Year:	
Programme Conducted by					
Programme Sponsored by					
Place of Programme					
Confirmation letter from Organizers enclosed		YES		NO	
Programme Brochure Attached		YES		NO	
Alternative arrangements made for handling classes, If needed		Subject	Faculty Name	Total Altered Hour	
		Applicant Signature		Alternative Staff Signature	
With Financial Commitment		YES		NO	
SIGNATURE OF THE APPLICANT with date					
If YES specify Head of A/C:					
Remarks from the HOD		Programme Related / Not Related to the Department			
HEAD OF THE DEPARTMENT with date					
The Details given by the applicant is verified and its found correct. Hence,					
		Recommended/ Not - Recommended & Forwarded			

DEAN