



**REGISTRAR**

# **ANNA UNIVERSITY**

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## **C I R C U L A R**

Sub: Conduct of Faculty Development Training Programme – Procedure to be followed – Reg.

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All the Heads of the departments and Deans of Constituent Colleges are hereby requested to advise the Faculty members to get prior approval / intimation from the Centre for Faculty Development to conduct any kind of Faculty Development Training Programme in their respective Departments/Institutions.

It will enable the Centre for Faculty Development to consolidate the data collection activities under the single head of faculty development for further processing and submission of records to various bodies like **NAAC/NBA** etc.

**REGISTRAR**

- Copy to:
1. All the Head of Departments (CEG, MIT, AC Tech & SAP)
  2. All the Deans, Constituents Colleges
  3. The Director, CFD.