

**OFFICE OF THE REGISTRAR :: ASSAM AGRICULTURAL UNIVERSITY ::
JORHAT - 785 013.**

No. AAU/RG/ACAD-231(AT)/2019-20/ 7106 Dated 18/3 /2020

NOTIFICATION

In supersession of all other related notifications and orders, the procedures for attending Summer/Winter School, CAFT training, Short courses, Seminar, Symposia, Workshop etc, as approved by the 231st meeting of the Academic Council held on December 27, 2019 are hereby notified for information and compliance (Copy enclosed).

Sd/- A.K.Saikia, ACS
Registrar
Assam Agricultural University
Jorhat - 785 013


No. AAU/RG/ACAD-231(AT)/2019-20/ 7107 - 7124 Dated 18/3 /2020

Copy forwarded for information and necessary action to:

1. The Secretary to the Hon'ble Vice Chancellor, AAU, Jorhat.
2. The Dean, Faculty of Agriculture/Community Science/Veterinary Science/ Fisheries Science, AAU, Jorhat/Khanapara/Raha.
3. The Director of Post Graduate Studies, AAU, Jorhat.
4. The Director of Research (Agri./Vety.), AAU, Jorhat/Khanapara.
5. The Director of Extension Education, AAU, Jorhat.
6. The Director of Students' Welfare, AAU, Jorhat.
7. The Associate Dean, BNCA, Biswanath Chariali/SCSCA, Dhubri/Lakhimpur College of Veterinary Science, North Lakhimpur.
8. The Joint Registrar (Academic), AAU, Jorhat/Khanapara.


Registrar
Assam Agricultural University
Jorhat - 785 013

Procedures for attending Summer/Winter School, CAFT training, Short courses, Seminar, Symposia, Workshop etc, as approved by the 231st meeting of the Academic Council held on December 27, 2019

- i) Procedure for attending Summer/Winter School, CAFT training and Short courses:
- Summer/Winter School, CAFT training and similar training can be attended by a regular teacher once in two years and short course once in a year only
 - A teacher shall apply through proper channel and the immediate controlling officer shall forward the same with specific comments on relevance of the course and suitability of the candidate
 - When more than one teacher applies for the same training, it will be forwarded based on theme of the training, expertise and seniority of the teacher and training last attended
- ii) Procedure for attending Seminar, Symposia, Workshop etc
- To attend seminars/symposia etc. within the state, permission has to be obtained from the Dean/Director, as the case may be. For attending seminars/symposia outside the state but within the country, permission shall have to be obtained from the Vice-chancellor and for attending seminars/symposia outside the country, approval of the Board shall have to be obtained
 - The university shall not be bound to provide fund to meet TA/DA expenditure for the tours undertaken for such purposes and the incumbent shall be encouraged to arrange her/his TA/DA either from the project(s) or from other agencies known to finance such tours. In case university nominates the candidate, university may provide the necessary grants from any other source(s)
 - Maximum 2 participations will be allowed in an academic year for attending such event or presenting papers. But, if a teacher/scientist is nominated as chairman/co-chairman of a scientific session, permission may be granted for one more participation
 - The paper should reflect the work of the teacher or her/his students done at AAU and should be original
 - Application for presentation of paper shall invariably accompany NOC(s) from the other author(s), a copy of the paper to be presented and the recommendations from the
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department/station, which needs to clear the same based on a seminar to be organized by the Head of the Department/Station In-charge. The applicant shall make a presentation in the Department/Station where all concerned Dean/Directors are to be invited

- f) The applicant should preferably be the actual researcher. The student/fellow doing the actual research work and writing the manuscript should be the first author and the Guide/PI under whose active supervision the work is completed should normally be the last author of the paper and all authors shall get equal academic weightage.
- g) In case the 1st or the last authors do not want to present the paper and give an undertaking then one of the other authors may be allowed to present the work
- h) Permission for presentation of papers will be given depending on the strength of the Department/Station, the last chance availed and number of applicants from the same Department/Station.

NB The teachers/scientists are to apply in prescribed format for availing duty leave for any of the purpose mentioned above



FORMAT FOR DUTY LEAVE
ASSAM AGRICULTURAL UNIVERSITY

- 1 Name (In block capital)
- 2 Designation:
- 3 Address for communication (Including valid mobile number and e-mail id)
- 4 Purpose of taking duty leave
 - Summer School/Winter School/CAFT training
 - Short Course
 - Seminar/Symposium/Workshop/Conference
 - Presentation of paper
 - Defending project
 - Attending meeting
 - Conducting examination/*viva voce*
 - Any other
- 5 Period of leave requested (Excluding the days of travel)
- 6 Duty leave already availed during the current calendar year:

Recommendation of the Head/In-charge

Comments of the Controlling Officer