



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
KASHMIR**

OFFICE OF THE DEAN OUTREACH

Email: dean.outreach@iust.ac.in : office.outreach@iust.ac.in

Subject: Two-Day Orientation Programme for Apprenticeship Batch 2026–27.

OFFICE MEMO

As approved by the Competent Authority, sanction is hereby accorded for conducting a Two-Day Orientation and Awareness Programme for the apprentices engaged under the Apprenticeship Training Programme 2026–27. The programme will be organized by the Office of the Dean Outreach as per the following schedule:

Date/Day	Section	From	To
08-09-2026	Section A (35 apprentices)	11:00 am	01:00 pm
09-09-2026	Section B (35 apprentices)	11:00 am	01:00 pm
09-09-2026	Section C (35 apprentices)	02:00 pm	04:00 pm

The programme will primarily focus on the following areas:

1. Objectives, structure, and framework of the Apprenticeship Training Programme;
2. Roles, responsibilities, and expected professional conduct of apprentices;
3. Attendance, punctuality, leave, and reporting procedures;
4. Workplace discipline, professional ethics, and confidentiality;
5. Health, safety, and security protocols to be observed during the apprenticeship;
6. Use of University facilities and compliance with applicable institutional rules and regulations;
7. Stipend, training records, documentation, and other relevant administrative matters; and
8. Any other matter considered relevant for ensuring a smooth, productive, and meaningful apprenticeship experience.

The concerned Heads/Directors/Coordinators of Departments/Centres/Offices are requested to facilitate the participation of apprentices placed under their respective offices and ensure that they attend the programme as per the schedule indicated above. The section wise list will be circulated separately.

Note: The notice shall not be circulated in the physical mode.

Sd/-
(Dr. Aijaz Ahmad Qureshi)
**Assistant Registrar
OUTREACH**

No: IUST/ DOR/ 26/

Dated: 03-09-2026

Copy to:

- All Officers/Deans/Directors of the University for Kind Information.
- All Departments/ Centres/Colleges/ Administrative Units for kind information.
- SSVC for kind information of HVC.
- Director IT&SS for kind information and with the request to upload the notification on the university website.
- Coordinator, Public Relations & Media Centre for kind information and with the request to give the notification wider publicity.
- PA to Registrar for kind information of Registrar