

झारखण्ड केन्द्रीय विश्वविद्यालय
Central University of Jharkhand
 (A Central University established by an Act of Parliament of India in 2009)

No.:CUJ/GA/TR/WS/21/2016/620

Date: 01.12.2018

NOTICE

A Staff Induction Programme for newly appointed and willing CUJ Non- Teaching Staff Member is scheduled in the University from 3rd to 8th December, 2018 in Classroom No. 77 of Department of Business Administration. The names of Staff listed in Annexure-I is attached herewith.

The programme schedule along with names of Resource Persons is as follows:

Inaugural Session:

Date: 3rd December, 2018

Time: 9:30 am to 10 am

Venue: DBA Classroom Number-77

Date	10 am to 11:30 am	11:30am to 11:45am	11:45 am to 1:15 pm
3 rd December, 2018 (Monday)	Values, Happiness and Understanding Self (CS) Ms. Pragyan Pushpanjali (DBA)	Tea-break	Conduct Rules : University Overview and structure/hierarchy, Decorum and Other Conduct Rules (TS) Sri Abdul Halim
4 th December, 2018 (Tuesday)	Communication Skills – Oral (HS) Dr. Nagapavan Chintalapati (DBA)	Tea-break	Service Rules 1 (TS)- Leave, Holidays, Promotion/ Career paths, Grievance, Discipline and APAR Sri S K Gupta (IAO)
5 th December, 2018 (Wednesday)	Communication Skills – Written (HS) Mr. Mahendra Singh (DBA)	Tea-break	Service Rules II Office Procedures and File Handling, Conduct of Exams (TS) Sri Abdul Halim
6 th December, 2018 (Thursday)	Working in Teams (HS) Ms. Pragyan Pushpanjali (DBA)	Tea-break	Financial Rules including NPS, TA and Salary (TS) Sri S K Gupta (IAO)
7 th December, 2018 (Friday)	Work Ethics (HS) Ms. Pragyan Pushpanjali (DBA)	Tea-break	Tender. Purchasing and other Financial Rules (TS) Sri S K Gupta (IAO)
8 th December, 2018 (Saturday)	Feedback, Progress Analysis and Valediction	-	-

HS= Human Skills, TS = Technical Skills, CS = Conceptual Skills

- 1) Controller of Examinations & Exam Superintendent are requested for releasing the above mentioned faculty members from examination related works as per the schedule. Ms. Pragyana Pushpanjali be released from 3rd to 8th December, 2018, as she will be coordinating the Induction Programme.
- 2) Dr. Ashoke Kumar Sarkar, Head, Department of Business Administration is requested to make available Room No. 77, along with Projector and Speakers and to release the above mentioned faculty members as per the schedule above.
- 3) Dr. Nagapavan Chintalapati, Assistant Professor, DBA is requested to engage the session as per above mentioned schedule and to provide 5 multiple choice questions for the evaluation to Ms. Pragyana Pushpanjali.
- 4) Mr. Mahendra Singh, Assistant Professor DBA is requested to engage the session as per above mentioned schedule and to provide 5 multiple choice questions for the evaluation to Ms. Pragyana Pushpanjali.
- 5) Ms. Pragyana Pushpanjali, Assistant Professor DBA is requested to engage the session as per the above mentioned schedule and to provide 5 multiple choice questions for the evaluation.
- 6) Mr. S. K. Gupta, IAO is requested to engage the session as per above mentioned schedule and to provide 5 multiple choice questions, per session, for the evaluation to Ms. Pragyana Pushpanjali. He is also requested for administrative support in purchasing folders (with pens and pads) for the participants and for arranging tea and snacks for the participants and faculty members for the said days.
- 7) Mr. Addul Halim, Dy. Registrar (Admn.) is requested to engage the session as per the above mentioned schedule, to provide 5 multiple choice questions per session and for administrative support.
- 8) Dr. S.C. Yadav, Estate Officer I/c is requested to arrange for the cleaning and proper maintenance of room number 77 for the said days.
- 9) Mr. Kailash Sahoo will design the certificate as per the approved format given by Ms. Pragyana Pushpanjali.

Sd/-
REGISTRAR

Copy for information and necessary action to:

1. All the officials/faculty/staff concerned
2. PS to Vice Chancellor
3. PS to Registrar
4. Ms. Pragyana Pushpanjali, Asst. Professor, DBA
5. Dy. Registrar (Admn.)
6. Asst. Registrar / II
7. Technical Cell: For University Website


REGISTRAR 11/12/18

**List of Employees to participate in Induction Programme
scheduled from 3rd to 8th December, 2018**

Sl.No.	Name	Post
1	Dr. Shivendra Prasad	Assistant Registrar
2	Shri Khushal Singh Chauhan	Information Scientist
3	Shri Vijay Kumar Vishwakarma	Personal Assistant
4	Md. Soaib Ansari	Personal Assistant
5	Ms. Neha	Junior Engineer (Electrical)
6	Ms. Suchismita Mahapatra	Technical Assistant (Lang. Lab.)
7	Shri Nilanjan Mishra	Semi/Jr. Prof. Assistant
8	Ms. Nutan Bharti	Pharmacist
9	Shri Tarun Kumar	Security Inspector
10	Shri Santosh Kumar Singh	Upper Division Clerk
11	Shri Rabindra Kumar	Upper Division Clerk
12	Shri Vinay Kumar	Upper Division Clerk
13	Shri Krishna Kumar Mishra	Library Assistant
14	Shri Preet	Lower Division Clerk
15	Shri Rohit Ranjan	Lower Division Clerk
16	Shri Manjeet Kumar	Lower Division Clerk
17	Shri Deepak Kumar	Lower Division Clerk
18	Shri Gautam Kumar	Lower Division Clerk
19	Shri Ujwal Kumar	Lower Division Clerk
20	Shri Pritam Kumar Kashyap	Lower Division Clerk
21	Shri Suraj Prasad	Lower Division Clerk
22	Shri Bhubneshwar Mahato	Lower Division Clerk
23	Shri Vikas Anand	Lower Division Clerk
24	Shri Rajesh Kumar	Laboratory Attendant
25	Shri Jai Prakash Shukla	Laboratory Attendant
26	Shri Deepak Kumar Patel	Laboratory Attendant
27	Shri Chinmay Kumar Tiwary	Laboratory Attendant
28	Shri Saurabh Kumar	Laboratory Attendant
29	Shri Vikash Kumar	Laboratory Attendant
30	Ms. Sindhu Singh	Library Attendant
31	Shri Tarasankar Tewary	M.T.S.
32	Shri Amit Kumar	M.T.S.
33	Shri Ashish Ranjan	M.T.S.
34	Shri Ashwini Kumar	M.T.S.
35	Shri Niraj Kumar Kamal	M.T.S.