

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

