

## CIRCULAR

ARKA JAIN  
University  
JharkhandCentre for Capacity Building and Human Resource Development  
(CCHRD)

## Circular

Date: 31-01-2025

Ref. no: AJU/CCHRD/2024/08

## Subject: Teachers' Orientation Program (TOP)

This is to notify that the *Centre for Capacity Building and Human Resource Development (CCHRD)* and *Internal Quality Assurance Cell (IQAC)* will organize a **5-Day Teachers' Orientation Program (TOP)**, for the *Faculty members* who have joined in January. The dates for the TOP will be 05-02-2025 to 10-02-2025. It is mandatory for all the concerned Faculty members to attend the same. The Objective of the TOP is to equip the newly joined *Teaching Faculty* with the knowledge of the Policies of the University, the formats and methodologies of all Academic documentation, use of ERP, Website upload training, Responsibilities, etc. The *Day-wise schedule and other details* will be shared with the concerned Faculty members via email.

Dr. Charu Wadhwa

Assistant Director

CCHRD



Dr. Arvind Kumar Pandey

Director

IQAC

Director, IQAC  
ARKA JAIN University  
Jharkhand

## Cc to:

1. Vice-Chancellor
2. Registrar
3. Director
4. Director Campus
5. Dean, Students' Welfare
6. All Deans and HoDs

## TEACHERS' ORIENTATION PROGRAM- FEBRUARY 2025

<b>Date of Event</b>	<b>06, 07, 09, 13 and 15 February, 2025</b>
<b>Name of the Event</b>	<b>Teachers' Orientation Program</b>
<b>Type of the Event</b>	<b>Code of conduct for Faculty</b>
<b>Conducted by</b>	<b>Centre for Capacity Building and Human Resource Development (CCHRD) and Internal Quality Assurance Cell (IQAC)</b>
<b>Resource Persons</b>	<b>Dr. Arvind Kumar Pandey and Dr. Charu Wadhwa</b>
<b>No. of Participants</b>	<b>03</b>

**OBJECTIVE:** The Objective of the Teachers' Orientation Program was to equip the newly joined Teaching Faculty with the knowledge about the Policies, Rules & Regulations, Code of conduct of the University, the formats and methodologies of all Academic documentation, use of ERP, Research and development, Website upload training, Responsibilities, etc.

**DETAILS:** The Teachers Orientation Program was structured as an interactive and immersive learning experience over five days, with 03 participants from different departments of the University, who had joined the University in the month of February 2025.

**Day 1-** Dr. Arvind Kumar Pandey, Director, IQAC and Dr. Charu Wadhwa, Assistant Director, CCHRD, introduced the participants about the JGI and about the University, Code of Conduct, About Offices, Campuses & Schools & Departments. This was followed by a session on the Outcome based Education, Blooms taxonomy, Program Outcomes & Program Specific Outcomes (POs & PSOs), COs & POs-PSOs Mapping, Syllabus Format, Case based learning, Reference/Study material, Flagship Events of AJU, etc.

**Day 2** focused on sharing the information about Lesson Plan & Teaching Plan (ERP), Course files, Students' mentorship Program, Event Reports, Examinations, etc. This session was taken by Dr. Charu Wadhwa, Assistant Director, CCHRD.

**Day 3** This Session was aimed to enable the participants to understand the working of the AJU ERP. The points included were Login, Password recovery, Login in Mobile phone, Attendance- Daily marking & Reports, Teaching plan upload, Internal marks, Assignments & Evaluation, Syllabus, Value Added Courses- Registration & Attendance. It was taken by Mr. Alok Kumar Singh, ERP Coordinator.

**Day 4** was focused on Research. A session on Introduction to Research Policy of AJU, was taken by Dr. Sonia Riyat, HoD- School of Research. There was another session on

Introduction to IRINS and VIDWAN, Information about Library resources, etc. by Mr. Ashis Kumar Some, Deputy Librarian.

**Day 5** The participants were trained about the usage of the portal for various HRM related tasks. The information related to HR Policies was also communicated to them. The day concluded with the session by Dr. Charu Wadhwa, Assistant Director, CCHRD, about the Internal Audits, Career advancement schemes, Annual appraisal, etc.

**OUTCOME:** The Teachers Orientation Program successfully provided the new Faculty members with valuable insights into the various Academic and Non-academic aspects related to the University. They were well equipped with the knowledge about all the aspects.



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## POSTER OF THE EVENT



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**CENTRE FOR CAPACITY BUILDING AND HUMAN RESOURCE DEVELOPMENT  
(CCHRD)**

### **TEACHERS' ORIENTATION PROGRAM (TOP)**

**FOR FEBRUARY-2025 JOININGS**

**DATE- 06-15 FEBRUARY, 2025**

**TIME- 1:30 ONWARDS**

**VENUE- BLOCK F**

### **CONVENORS:**

**DR. CHARU WADHWA &**

**DR. ARVIND KUMAR PANDEY**

[top@ajuhk.ac.in](mailto:top@ajuhk.ac.in)



## LIST OF PARTICIPANTS

ARKA JAIN  
University  
JharkhandCentre for Capacity Building & Human Resource Development  
&

Internal Quality Assurance Cell

Teachers' Orientation Program

Date: 06.02.2025

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
01	SAMRAT BANDYOPADHYAY		School of Engineering & IT	
02	URMILA THAKUR	1759	JMC, School of Humanities	
03	SONALI MANDAL	1759	Pharmacy, School of Allied Health Sciences	

  
Dr. Charu Wadhwa

Asst. Director, CCHRD

  
Dr. Arvind Pandey

Director, IQAC

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JharkhandCentre for Capacity Building & Human Resource Development  
&

Internal Quality Assurance Cell

Teachers' Orientation Program

Date: 07.02.25

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
1.	SAMRAT BANDYOPADHYAY	1758	CSE211	Sm
2.	URMILA THAKUR	1759	JMC, School of Humanities	Urmila..
3.	SONALI MANDAL	1757	Pharmacy - School of Allied Health Sciences	Su

  
Dr. Chara Wadhwa

Asst. Director, CCHRD

  
Dr. Arvind Pandey

Director, IQAC


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### Teachers' Orientation Program

Date: 9/2/25

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
1.	SONALI MANDAL	1757	Pharmacy, School of Allied Health Sciences	<i>SS</i>
2.	URMILA THAKUR	1759	JMC, School of Humanities	<i>Urmila</i>
3.	SAMRAT BANDYOPADHYAY	1758	CSE & IT	<i>Sam</i>

Dr. Charu Wadhwa

Asst. Director, CCHRD

Dr. Arvind Pandey

Director, IQAC


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Centre for Capacity Building & Human Resource Development  
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Teachers' Orientation Program

Date: 13-02-2025

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
1.	SONALI MANDAL	1757	Pharmacy - School of Allied Sciences	SM
2.	URMILA THAKUR	1759	JMC, School of Humanities	Urmila...
3.	SAMRAT BANDYOPADHYAY	1758	School of Engineering & IT	Sm

Dr. Charu Wadhwa

Dr. Arvind Pandey  
Director, IQAC



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Jharkhand

Centre for Capacity Building &amp; Human Resource Development

&amp;

Internal Quality Assurance Cell

Teachers' Orientation Program

Date: 15-08-2025

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
1.	URMILA THAKUR	1759	JMC, School of Humanities	Urmila...
2.	SONALI MANDAL	1757	Pharmacy school of Allied Sciences	SM
3.	SAMRAT BANDYOPADHYAY	1758	School of Engineering & Technology	SM

Dr. Charu Wadhwa

Asst. Director, CCHRD

Dr. Arvind Pandey

Director, IQAC