

CIRCULAR



**ARKA JAIN
University**
Jharkhand

**NAAC
GRADE A**
ACCREDITED UNIVERSITY

Centre for Capacity Building and Human Resource Development (CCHRD)

Circular

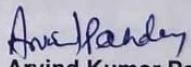
Ref. no: AJU/CCHRD/2025/70

Date: 24-11-2025

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 the month of October to December, 2025. The dates for the TOP will be 08-12-2025 to 12-12-2025. 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

Cc to:

1. Vice-Chancellor
2. Pro Vice Chancellor
3. Registrar
4. Joint Registrar
5. Director
6. All Deans and HoDs

TEACHERS' ORIENTATION PROGRAM- DECEMBER 2025

Date of Event	08, 09, 10, 11 and 12 December, 2025
Name of the Event	Teachers' Orientation Program
Type of the Event	Code of conduct for Faculty
Conducted by	Centre for Capacity Building and Human Resource Development (CCHRD) and Internal Quality Assurance Cell (IQAC)
Resource Persons	Dr. Arvind Kumar Pandey and Dr. Charu Wadhwa
No. of Participants	16

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 - 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 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 – This session 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 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.

POSTER OF THE EVENT



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CENTRE FOR CAPACITY BUILDING AND HUMAN RESOURCE DEVELOPMENT
(CCHRD)

&

INTERNAL QUALITY ASSURANCE CELL (IQAC)

TEACHERS' ORIENTATION PROGRAM (TOP)

**FOR OCTBER TO DECEMBER-2025
JOININGS**

DATE- 08-12-2025 TO 12-12-2025

TIME- 1:00 PM ONWARDS

VENUE- JEH AUDITORIUM, BLOCK A

CONVENORS:

DR. CHARU WADHWA &

DR. ARVIND KUMAR PANDEY

COORDINATOR:

MS. ANKITA AGARWAL

LIST OF PARTICIPANTS

Centre for Capacity Building & Human Resource Development

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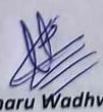
Internal Quality Assurance Cell

Teachers' Orientation Program

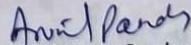
Date: 08th December 2025

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
1	Badal Kr. Pattnayak	1865	Pharmacy	
2.	Dr. Shailendra Ko. Prasad	1871	Engg & IT	
3.	Dr. Mukesh Kr. Nag	1857	Engg & IT	
4.	Purno Senit	1856	Engg & IT	
5.	DR. Sunmeet Kr Gupta	1882	School of Commerce & Mgmt	
6.	Ajay Bara	1836	Engg & IT	
7.	Arpita Day	1860	Pharmacy	
8.	Md Abdul Quadir Khan	1869	Pharmacy	
9	Sandeep Kumar Mallick	1862	Pharmacy	
10.	Manjeet Makato	1861	Pharmacy	


Dr. Charu Wadhwa

Asst. Director, CCHRD


Dr. Arvind Kumar Pandey

Director, IQAC

Centre for Capacity Building & Human Resource Development

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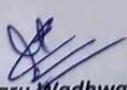
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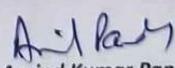
Date: 08th December 2025

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
11.	Rishika Modi	1859.	S-COM (Commerce)	<u>Rishika</u>
12	PRANJALI PANDEY	1854	S-COM	<u>P. Pandey</u>
13	Susmita Ghosh	1847	School of Nursing	<u>Ghosh</u>
14.	Shilpa Pradhan	1850	School of Nursing	<u>Pradhan</u>
15.	Chinmayee Behera	1851	School of Nursing	<u>Behera</u>
16.	Madhumita Mandal	1852	School of Nursing	<u>Mandal</u>
17.	Apala Ghosh	1868	School of Pharmacy	<u>Ghosh</u>
18.	Dr. Neigha Sinha	1880	School of Engg and IT	<u>Neigha Sinha</u>
19.	Dr. Monika Singh	1835	School of Engg. and IT	<u>Monika</u>


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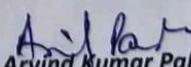
Date: 9th December 2025

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
1.	Rishika Modi	1859.	School of Commerce & Mgt	Rishika
2.	Dr. Negha Sinha	1880	School of Engg & IT	Dr. Negha 9.12.25
3.	Dr. Monika Singh	1835	School of Engg and IT	Monika
4.	Panchal Sunit	1856	School of Engg & IT	Sunit
5.	Dr. Sonveet Kr Gupta	1882	School of Commerce & Mgt	S
6.	Apala Ghosh	1868	School of Pharmacy	Ghosh.
7.	Md Abdul Quadir Khan	1869	School of Pharmacy	Quadir.
8.	Arpita Dasy	1840	School of Pharmacy	AB
9.	Charmayne Behera	1851	School of Nursing	Charmayne
10.	Dr. Makesh Kr. Nag	1857	School of Engg & IT	M. Nag


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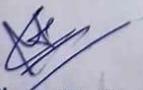
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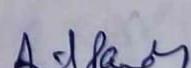
Date: 9th Dec '25

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S. No.	Name of the Employee	Employee ID	Department/ School	Signature
11.	Dr. Shailendra Jha	1871	Engg & I.T.	<u>Shailendra Jha</u>
12.	Ajay Bara	1836	Engg & IT	<u>Ajay Bara</u>
13.	PRANJALI PANDEY	1854	SCOM	<u>P. Pandey</u>
14.	Badal Kumar Poddar	1865	Pharmacy	<u>B. Poddar</u>
15.	Manjeet Mahato	1861	Pharmacy	<u>M. Mahato</u>
16.	Sandeep Kumar Mallik	1862	Pharmacy	<u>S. Mallik</u>


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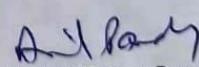
Date: 10th December 2025

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
01	PRANJALI PANDEY	1854	SCOM	P. Pandey
2	Dr. Simmeet K. Kaur	1882	SCOM	S.
3	Dr. Mukesh Kr. Nag	1857	Engg & IT	M.K. Nag
4	Dr. Shailendra Kr. Prasad	1871	Engg & IT	S. Prasad
5.	Dr. Neeta Singh	1880	Engg & IT	Neeta
6.	Dr. Monika Singh	1835	Engg & IT	Monika
7.	Apala Ghosh	1868	Pharmacy	Apala Ghosh
8.	Arupita Dey	1860	Pharmacy	Arupita Dey
9.	Md Abdul Quadir Khan	1869	Pharmacy	Quadir
10	Khushboo Kumar	1833	Engg & IT	Khushboo


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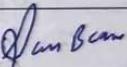
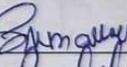
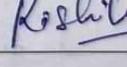
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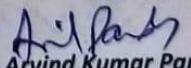
Date: 10th December 2015

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
11.	Punita Suri	1856	School of Engg & IT	
12.	Ajay Baru	1836	School of Engg & IT	
13.	Badal Kumar Pottanayak	1865	Pharmacy	
14.	Manjeet Malhotra	1861	Pharmacy	
15.	Sandeep Kumar Malhotra	1862	Pharmacy	
16.	Rishika Mehta	1859	School of commerce & mgt	


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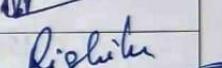
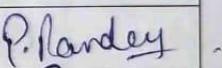
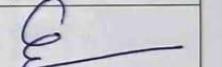
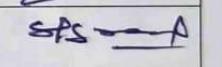
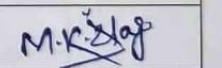
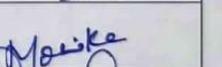
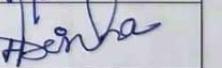
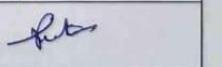
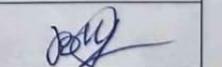
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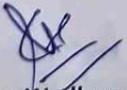
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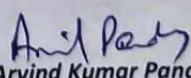
Date: 11th December 2026

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
1.	Manjeet Mahato	1861	Pharmacy	
2	Rishika Medi	1859	School of Commerce and mgt	
3.	PRANJALI PANDAY	1854	SCOM	
4.	Dr. Gurjeet Kr. Gupta	1862	SCOM	
5.	Dr. Shailendra Kumar Basu	1871	Engg&IT	
6.	Dr. Mukesh Kr. Nay	1857	Engg&IT	
7.	Dr. Monika Singh	1835	Engg & IT	
8	Dr. Megha Sarda	1880	Engg & IT	
9.	Partho Sengupta	1856	Engg & IT	
10	Badal Kumar Pattnayak	1865	Pharmacy	


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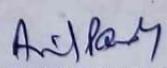
Date: 11th December 2015

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
11	Md Abdul Quadir Khan	1869	Pharmacy	Abdul Quadir.
12.	Apala Ghosh	1868	Pharmacy	Apala Ghosh.
13.	Arpita Dasy	1860	Pharmacy	Arpita Dasy
14	Sandeep Kumar Dhalwala	1862	Pharmacy	Sandeep Kumar Dhalwala.
15	Ajay Bora	1836	School of Engg & IT	Ajay Bora


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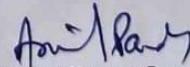
Date: 12/12/2025

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
1	AJAY BARA	1836	Engg & IT	<u>Ajay Bara</u>
2.	Dr. Shailendra Kr. Prasad	1871	Engg & IT	<u>Shailendra Prasad</u>
3.	Dr. Mukesh Kr. Nag	1857	Engg & IT	<u>Mukesh Nag</u>
4.	Partho Smit	1856	Eng. & IT	<u>Partho Smit</u>
5	Dr. Sumeet Kr. Gupta	1882	SCOM	<u>Sumeet Gupta</u>
6.	Dr. Monika Singh	1835	Engg & IT	<u>Monika Singh</u>
7.	PRANJALI PANDEY	1854	SCOM	<u>Pranjali Pandey</u>
8.	Rishika. Modi	1859.	school of comm & Mgt	<u>Rishika. Modi</u>
9	Sandeep Kumar Malhotra	1862	Pharmacy	<u>Sandeep Kumar Malhotra</u>
10.	Mayjeet Malhotra	1861	Pharmacy	<u>Mayjeet Malhotra</u>


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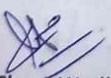
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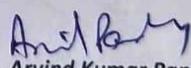
Date: 12/12/2025

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
11	Md Abdul Quadir Khan	1869	Pharmacy	Quadir
12	Badal Kuri Patheray	1865	Pharmacy	Badal
13.	Tripti Dasy	1860	Pharmacy	Tripti
14.	Apala Ghosh	1868	Pharmacy	Ghosh


Dr. Charu Wadhwa

Asst. Director, CCHRD


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