

CIRCULAR



**ARKA JAIN
University**
Jharkhand



Centre for Capacity Building and Human Resource Development (CCHRD)

Circular

Date: 27-01-2026

Ref. no: AJU/CCHRD/2026/06

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 January, 2026. The dates for the TOP will be 09-02-2026 to 13-02-2026. 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

Date of Event	09.02.2026 – 13.02.2026
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	6

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 06 participants from different departments of the University, who had joined the University in the month of January and February 2026.

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 - 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.

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 - 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.

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



ARKA JAIN
University
Jharkhand



CENTRE FOR CAPACITY BUILDING AND HUMAN RESOURCE DEVELOPMENT
(CCHRD)

&

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**TEACHERS' ORIENTATION PROGRAM
(TOP)**

**FOR DECEMBER 2025 AND JANUARY 2026
JOININGS**

DATE- 09-02-2026 TO 13-02-2026

TIME- 1:30 PM ONWARDS

VENUE- CONFERENCE ROOM, BLOCK A

CONVENORS:

DR. CHARU WADHWA &

DR. ARVIND KUMAR PANDEY

COORDINATOR:

MS. ANKITA AGARWAL

PHOTOS OF THE EVENT



FIG 1: Session conducted by Centre for Capacity Building and Human Resource Development



FIG 2: Faculty attending session by Research Department



FIG 3: Session conducted by HR Department

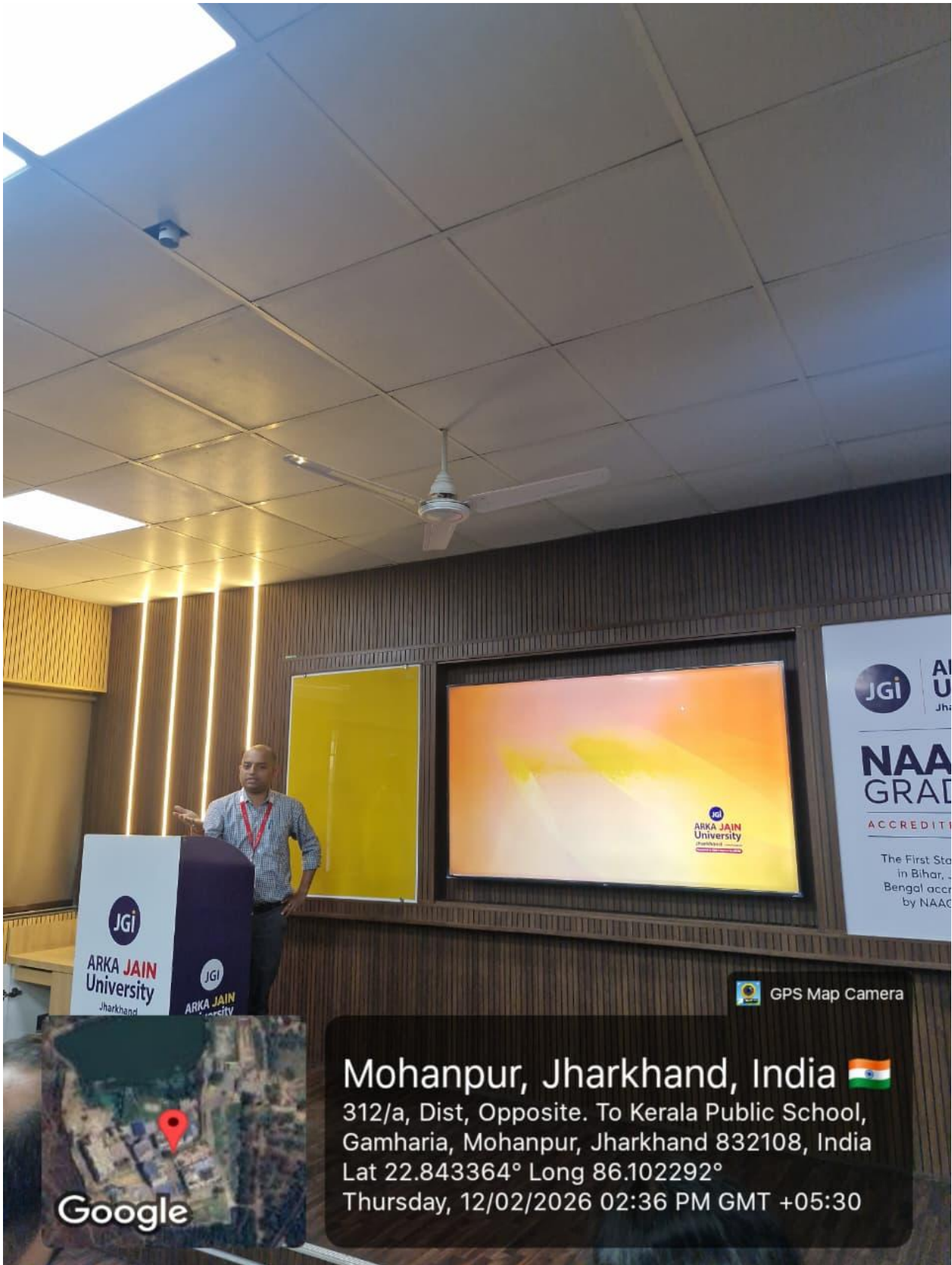


Fig 4: Geo-tagged photo of session by examination cell



FIG 5: Geo-tagged photo of faculty attending session by Examination cell

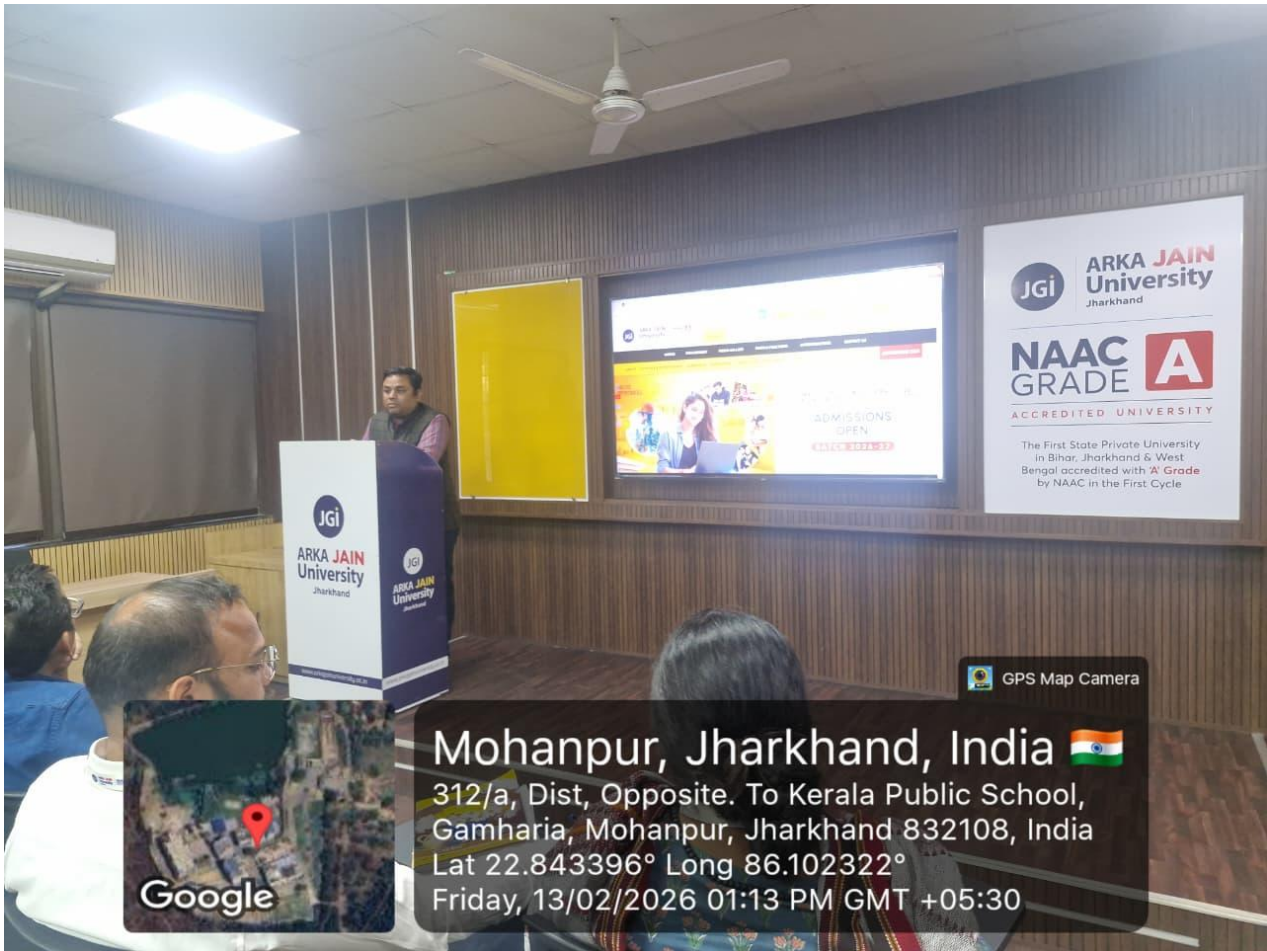


FIG 6: Geo-tagged photo of session by the Deputy Librarian

LIST OF PARTICIPANTS



Centre for Capacity Building & Human Resource Development

&

Internal Quality Assurance Cell

Teachers' Orientation Program

Date: 09/02/2026

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
01	PAPIYA GHOSH	1902	LAW	<i>Ghosh</i>
02	APARAJITA DUTTA	1898	LAW	<i>Aparajita Dutta</i>
03.	Dr. Dilip Kumar	1901	Engineering	<i>Kumar</i>
04.	Satyajit Das	1905	Pharmacy	<i>Das</i>
05.	Yashu Kaur	1903	LAW	<i>Kaur</i>
06.	Shivam Mishra	1987	Law	<i>Shivam Mishra</i>

Charu Wadhwa

Dr. Charu Wadhwa

Asst. Director, CCHR

Arvind Pandey

Dr. Arvind Pandey

Director, IQAC

Centre for Capacity Building & Human Resource Development
&Internal Quality Assurance Cell
Teachers' Orientation ProgramDate: 10/02/2026

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
01.	PAPIYA GHOSH	1902	Law	<i>Ghosh</i> 10/2/26
02.	APARAJITA DUTTA	1898	Law	<i>Aparajita Dutta</i> 10/2/26
03.	Shivam Mishra	1897	Law	<i>Shivam</i> 10.02.26
04.	Satyajit Das	1905	Pharmacy	<i>Das</i> 10.02.26
05.	Jasni Kaur	1903	Law	<i>Jasni</i> 10/02/26
06.	Dr. Dilip Kumar	1901	Engineering	<i>Dilip</i> 10/2/26

Dr. Charu Wadhwa

Asst. Director, CCHRD

Dr. Arvind Pandey

Director, IQAC



Centre for Capacity Building & Human Resource Development

&

Internal Quality Assurance Cell

Teachers' Orientation Program

Date: 11 Feb 2026

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/School	Signature
1	Dr. Dilip Kumar	1901	CS&IT	
2	Satyajit Das	1905	Pharmacy	
3	Asli Kaur	1907	Law	
4	Aparajita Suta	1898	Law	
5	Papiya Ghosh	1902	Law	
6	Shivam Mishra	1897	Law	

Dr. Charu Wadhwa

Asst. Director, CCHR

Dr. Arvind Pandey

Director, IQAC

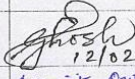



Centre for Capacity Building & Human Resource Development
&

Internal Quality Assurance Cell
Teachers' Orientation Program

Date: 12/02/2026

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature'
01.	PAPIYA GHOSH	1902	Law	 12/02/26
02.	APARAJITA DUTTA	1898	Law	Aparajita Dutta 12/2/26
03	JASHI KANT	1903	Law	Jashi Kant
04.	Shivam Mishra	1897	Law	Shivam Mishra
05.	Dr. Dilip Kumar	1904	Engineering	 12/2/26
06.	Satyajit Das	1905	Pharmacy	Satyajit Das 12.02.26

Dr. Charu Wadhwa

Asst. Director, CCHR D

Dr. Arvind Pandey

Director, IQAC

Centre for Capacity Building & Human Resource Development
&Internal Quality Assurance Cell
Teachers' Orientation ProgramDate: 13/02/2026

Attendance Sheet: List of participants

S. No.	Name of the Employee	Employee ID	Department/ School	Signature
01	PAPIYA GHOSH	1902	School of Law	<i>[Signature]</i> 13/02/26
02	SHIVAM MISHRA	2897	School of law	<i>[Signature]</i>
03	JASHE KANTI	1903	school of Law	<i>[Signature]</i>
04	Dr. Dilip Kumar	1901	School of Engineering	<i>[Signature]</i>
05	Satyajit Das	1905	Pharmacy	<i>[Signature]</i>
06	APARAJITA DUTTA	1898	School of law	Aparajita Dutta

[Signature]

Dr. Charu Wadhwa

Asst. Director, CCHR

[Signature]

Dr. Arvind Pandey

Director, IQAC

