

Record of Training/Workshop Organized by Tezpur University for Non-Teaching Staff during 2016-2021

Sl No	Title of Training/Workshop	Areas of Training	Period	Name of Resource Person	No. of Beneficiaries	Remarks
1	In house Training for Technical Staff	Management and maintenance of Laboratory, Safety measures of Laboratory etc.	05-03-2016	1. Prof. Bhisma K. Patel, Dept. of Chemistry, IIT, Guwahati 2. Prof. Harshal B. Nemade Dept. of ECE, IIT, Guwahati	71	Pg. 56
2	In house Training for Group A	Administrative decision making with spl reference to University Administration, Crisis Management- Role of Administrators	20-05-2016	Dr U. N. Bora, IAS (Retired), Former Secretary, Govt. of Assam and Former Registrar, Tezpur University, Beltola, Guwahati	13	Pg. 58
3	In house Training for Group B & C	Office Procedures, Service Rules, Office Mangement, Priorities & Soft Skills, Reservation Policies	21-05-2016		77	
4	Training-cum-Orientation Programme (For MTS)	Governance Soft Skills	04-01-2018 05-01-2018	Dr Biren Das, Registrar, TU Dr Rajeev Kumar Doley, Director, CID, TU		Pg. 190
5	Training-cum-Orientation Programme (For Non-Teaching staff except MTS)	Good Governance	08-01-2018	Prof. S. S. Sarkar, Department of Commerce, Tezpur University		Pg. 191
		HR Management	09-01-2018	Prof. Chandana Goswami, Dept. of Business Administration, Tezpur University		
		Soft Skills (Communication Skills, Inter-Personal Effectiveness in Workplace .)	10-01-2018	Prof. Chandana Goswami, Dept. of Business Administration, Tezpur University		
		Ethics & Values	11-01-2018	Prof. Virginius Xaxa, Dept. of Social Work, Tezpur University		
		Administration in HEIs	12-01-2018	Dr Biren Das, Registrar, TU		
	MS Office Excel			Prof. Nityananda Sarma, Department of Computer Science and Engineering, Tezpur University		

Joint Registrar (CA)
Tezpur University
Napaam, Tezpur

2/2016

Re:: Training Programme Schedule.

From "Dr. Biren Das" <registrartu@tezu.ernet.in>
Subject Re:: Training Programme Schedule.
Date Tue, March 1, 2016 4:34 pm
To tustaff26102015@tezu.ernet.in
CC hridoy@tezu.ernet.in, anamika@tezu.ernet.in, upakul@tezu.ernet.in

Dear All,

Following is the schedule of Training Programmes to be conducted for all non teaching employees of the University -

1. Training Programme for Technical Officers and Staff of School of Sciences.

Resource Person - Prof.B.K.Patel , IIT - G
Date and Time - 05.03.16 (10.00 am to 5.00 pm)
Venue - Academic Building 2 (Maths Seminar Room)

2. Training Programme for SoE Technical Officers and Staff and of Computer Centres.

Resource Person - Prof.H.Nemade, IIT-G
Date and Time - 05.03.16 (10.00 am to 5.00 pm)
Venue - SoE Gallary

3. For Non Teaching Non Technical Staff date , time and venue wpuld be notified later but tentatively on 11.03.16 and 12.03.16.

All are compulsorily requested to attend as per schedule without fail.

Regards,

Biren Das
Registrar
Tezpur University
Tezpur, ASSAM
Phone - +91 3712-267004, 273101
Fax - +91 3712-267005

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TEZPUR UNIVERSITY
OFFICE OF THE REGISTRAR
(A Central University established by an Act of Parliament)
TEZPUR – 784 028 :: ASSAM

No. F.06-5/IV(E)

Date: 16.05.2016

To: **Dr. U. N. Bora, IAS (Retired)**
Former Secretary, Government of Assam
Former Registrar, Tezpur University
Bishnu Rabha Path, Beltola
Guwahati-781028, Assam
e-mail: unbora@rediffmail.com

Sub: **Training Programme (Re-scheduled) - invitation as a Resource Person**
Ref.: (i) Our letter No.F.06-5/IV(E)/4816 Dt. 29.02.2016
(ii) Our e-mail dt. 13.05.2016

Sir,

With reference to the above, the University is pleased to invite you as a **Resource Person** to the interactive training programme for the Non-Teaching (Non-Technical) Staff (Group-A, B & C Officials) as per the revised schedule given below:

- A) For Goup-A Officers**
(on 20.05.2016; Time: 04.30 PM – 05.30 PM)
Topics:
i) Administrative Decision Making with special reference to University Administration
ii) Crisis Management – Role of Administrators
- B) For Goup-B & C Officials (Other than MTS)**
(on 21.05.2016; Whole Day)
Topics:
i) Office Procedures
ii) Service Rules
(iii) Office Management, Priorities and Soft Skills
(iv) Reservation Policies


The University will defray the TA and take care of other expenses as per rule. The University will also offer a token Honorarium as per rule.

Mr. Hridoy Saikia, Deputy Registrar (GA), Tezpur University, will co-ordinate the training programme.

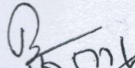
Further, the participation of the teaching faculty for the ethical issues could not be arranged as they will be busy in examination duties.

Thanking you and looking forward to your visit.

With regards,


(Biren Das)
Registrar

Copy to: *Mr. Hridoy Saikia, Deputy Registrar (GA), Tezpur University (e-mail: hridoy@tezu.ernet.in / Mobile: 99571-84359), for further necessary action.*


(Biren Das)
Registrar

Contact Nos.

Vice Chancellor: 03712 – 267 003 (O) :: Fax: 03712 – 267 006
Registrar: 03712 – 267 004 (O) :: Telefax: 03712 – 267 005



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

- कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016 और एनआईआरएफ़ भारत रैंकिंग 2016: 05
- Visitor's Best University Award, 2016 and NIRF India Rankings 2016: NO.05

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

No. F.06-5/IV (E) 4261

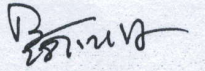
Date: 29/12/2017

NOTIFICATION

This is for information of all Non-Teaching Group C (MTS) staff of Tezpur University, that a 02(two) day's training- cum-orientation programme is being organized by the University in the Council Hall of the University campus as per the following schedule:

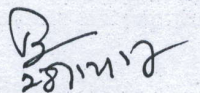
Sl. No.	Date	Time	Subject	Name of the Resource Person	Venue
1	04.01.2018	2.30 pm – 4.30pm	Governance	Dr. Biren Das, Registrar	Council Hall
2	05.01.2018	2.30pm – 4.30pm	Soft Skills	Dr. Rajeev Kr. Doley, Director, Centre for Inclusive Development	Council Hall

All the said employees are hereby informed to attend the training programme as per the schedule without fail.


(Biren Das)
Registrar

Copy to:

1. The Finance Officer, for information.
2. Heads of all departments/ sections /centres/Cells.
3. Joint Registrar (GA), for information.
4. AR (Estate), with a request to make the necessary arrangement on the council hall.
5. Secretary to the Vice-Chancellor for kind information of the VC
6. Concerned File


(Biren Das)
Registrar



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

- कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016 और एनआईआरएफ़ भारत रैंकिंग 2016: 05
- Visitor's Best University Award, 2016 and NIRF India Rankings 2016: NO.05

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

No. F.06-5/IV (E) / 4262

Date: 29/12/

NOTIFICATION

This is for information of all Technical and Non-Technical Non-Teaching Group C (other than MTS), B, & A (up to the level of Assistant Registrar or equivalent) staff of Tezpur University, that a weeklong training-cum-orientation programme is being organized by the University in the Council Hall of the University campus as per the following schedule:

Sl. No	Date	Time	Subject	Name of the Resource Person	Venue
1	08.01.2018	3pm – 5pm	Good Governance	Prof. S.S. Sarkar	Council Hall
2	09.01.2018	3pm – 5pm	HR Management	Prof. Chandana Goswami	Council Hall
3	10.01.2018	3pm – 5pm	Soft Skills (Communication Skills, Inter Personal effectiveness in workplace)	Prof. Chandana Goswami	Council Hall
4	11.01.2018	3pm – 5pm	Ethics & Values	Prof. Virginius Xaxa	Council Hall
5	12.01.2018	12pm-01.00pm	Administration in HEIs	Dr. Biren Das, Registrar	Council Hall
		1.00pm-1.45pm	Lunch		
		2.00pm to 4.00pm	MS Office Excel	Prof. Nityananda Sarma	Computer Centre

All the said employees are hereby informed to attend the training programme as per the schedule without fail.

(Biren Das)

Registrar

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(Biren Das)

Registrar