



TEZPUR
UNIVERSITY

Training programme for Non teaching Group C (MTS) staff

Organised by
Tezpur University Administration

Venue: **Council Hall**
Date: **4-5 January 2018**

The Training will focus on good governance and soft skills required for office management.

Resource person:
Dr. Biren Das, Registrar
Dr. Rajeev Kumar Doley, Director,
Centre for Inclusive Development.

Contact :
Ms. Anamika Pegu
Asstt. Registrar (Estd.)
E-mail : anamikapegu@tezu.ernet.in
Phone : 9957236122



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

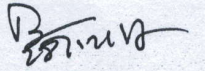
Date: 29/12/2017

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:

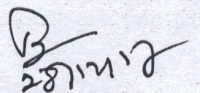
Sl. No.	Date	Time	Subject	Name of the Resource Person	Venue
1	04.01.2018	2.30 pm – 4.30pm	Governance	Dr. Biren Das, Registrar	Council Hall
2	05.01.2018	2.30pm – 4.30pm	Soft Skills	Dr. Rajeev Kr. Doley, Director, Centre for Inclusive Development	Council Hall

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



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नपाम, तेजपुर - 784 028, असम, भारत

TEZPUR UNIVERSITY

(A Central University)

Napam, Tezpur - 784 028, Assam, India

In-House Training Programme for Non- Teaching (MTS) Group C Employees

4 January 2018

Sl no.	Emp. ID	Name
1	4	Umesh Ray
2	5	Manoj Chakraborty
3	9	Noor Ali
4	18	Kanak Das
5	21	Dibakar Nath
6	28	Ananda Rabha
7	29	Anjan Keot
8	30	Dinesh Bhuyan
9	31	Guna Das
10	34	Mon Bahadur Chetri
11	35	Narayan Ch. Sarma
12	36	Nitai Bauri
13	37	Tarani Das
14	68	Bubul Das
15	71	Golap Barua
16	72	Jagat Bhuyan
17	74	Khagen Ch. Das
18	76	Prabhat Keot
19	86	Ajay kr. Nath
20	87	Lohit Bhuyan
21	90	Bharat ch. Bhuyan
22	101	Ahmed Ali
23	102	Bhupen Basumatary
24	104	Biren Bora
25	105	Derajuddin Ahmed
26	107	Dipak Deka
27	110	Jogen Das
29	112	Manoj kr. Saikia (Sahu)
30	113	Pushpa Kt. Chetry
31	116	Sofiullah Khan
33	131	Dip Ch. Bania
34	132	Gambhir Bahadur Chetri
35	133	Kishor Basfor
36	134	Suren kr. Borah
37	144	Jiten Rajbongshi
38	145	Pranab kr. Bora
39	147	Uddhab Bharali

40	201	Bapu kr. Domai
41	202	Chand Md. Ali
42	203	Dharanidhar Bania
43	205	Gunadhar Bora
44	206	Hemanta kr. Gogoi
45	207	Jiban Damai
46	209	Maloti Boro
47	210	Mukul ch. Handique
48	254	Eknath Upadhyay
49	256	Mohan Saikia
50	258	Ranjit Bora
51	259	Ripunjay Barua
52	280	Rekha Das
53	419	Deba kt. Bharali
54	420	Anjan Baruah
55	421	Madhumati Devi
56	423	Debojyoti Saikia
57	424	Mohammad Ali
58	425	Illa Saikia
59	426	Hiteswar Hazarika
60	427	Maniram Bania
61	428	Kanaka Das
62	429	Nakul Deka
63	558	Durlav Mahanta
64	633	Santosh Chetri
66	673	Bikash jyoti Das
67	674	Samojit Nath
68	705	Partha P Basumatary
69	706	Kumud Hajwari
70	716	Mohendra Das
71	764	Rupjyoti Das
72	766	Islam Ali
73	767	Bhola Sharma
74	768	Nayan Jyoti Kalita
75	771	Clement Kispotta
76		Dhiren Rabha


Registrar
Tezpur University
Napaam, Tezpur

Registrar



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Napam, Tezpur - 784 028, Assam, India

Training report

1	Name of the training programme: In-house training programme for Non-Teaching Group C (MTS) staff.
2	Organising Department/ Section: Administration, Tezpur University
3	Date of training: 5 January 2018
4	Venue of training: Council Hall
5	No. of Participants: 76
6	Name of Resource Persons: Dr. Rajeev Kr. Doley, Director, Centre for Inclusive Development
7	Key highlights of the training programme: Soft Skills required in administrative work.


Registrar
Tezpur University
Napam, Tezpur

Biren Das, Registrar, Tezpur University



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Napaam, Tezpur

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