



ରମା ଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟାବିହାର, ଭୁବନେଶ୍ୱର
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No. 4660

Dt. 30/10/21

NOTICE

An induction programme for the newly joined Junior Assistants will be held in the Board Room of Controller of Examination, RDWU from 01.11.2021 to 06.11.2021. You are requested to attend the Introductory session and also deliver a talk as per the schedule detailed below.

Date	11:00 AM- 12 Noon	2:00 PM- 3:00 PM
01.11.2021	Introductory Session (VC, Registrar, CPGC, CoF, CoE, Director CDC, Deputy Registrars, HC)	Odisha University Statute and amendments Talk by <i>Mr. B. K. Sahoo, Office Assistant, VC's Secretariat</i>
02.11.2021	Work Ethics and Qualities of an Excellent University Employee Talk by <i>Smt. Shyamali Mohapatra, Registrar, RDWU</i>	File Indexing and confidentiality maintenance, Effective Office Communication Talk by <i>Dr. Sarita Supkar, Controller of Examination, RDWU</i>
03.11.2021	Motivation for Newly Joined JA Talk by <i>Prof. Aparajita Chowdhury, Vice Chancellor, RDWU</i>	Roles and Responsibilities of a University Staff Talk by <i>Prof. Sasmita Mohanty, Chairperson PG Council, RDWU</i>
05.11.2021	Finance and Accounting Talk by <i>Prof. Ranjan Bal, Retd. Professor, Utkal University</i>	Time and Stress Management in Office Talk by <i>Prof. Chandi Charan Rath, Director CDC, RDWU</i>
06.11.2021	OGFR Rules and University Accounts Manual Talk by <i>Sri Narayana Sethi, CoF, RDWU and Sri Dharanidhar Das, BAO, RDWU</i>	Hierarchical File Routing and File Maintenance Talk by <i>Sri Pradeep K Dalei, Head Clerk, RDWU</i> Concluding Session

Yours faithfully,

Shapaba
 Registrar 30/X/2021

Memo. No. 4661

Dt. 30/10/21

CPGC/CoF/CoE/Director CDC/Dy. Registrar (Estt. And Admn)/Mr. B.K. Sahoo/HC for necessary arrangements and PS to VC for kind information of Vice Chancellor

Shapaba
 Registrar 30/X/21
 RD Women's University
 Bhubaneswar

Shapaba
 Registrar 30/X/2021