



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय
(प्रशासन)

Office of the Registrar
(Administration)

Ref. No. IIT(BHU)/GAD/3(23)/Trg. Prog. (M&T)/ 9198

Dated: 21.08.2017

NOTICE

This is to convey the approval of the Director for conducting a workshop on Noting & Drafting in 2 batches during **24th to 25th August, 2017 (Batch-1)** and **26th to 27th August, 2017 (Batch-2)** for the newly appointed Junior Assistants, in **Seminar Hall, First Floor, Gandhi Technology Alumni Centre (GTAC), IIT BHU.**

Shri K.S. Kumar, Ex Faculty, ISTM, New Delhi will act as Resource person for the above Workshop.

Batch & Date	Time	Activities
Batch-1 (24.08.2017 to 25.08.2017)	For both Day-1 & Day-2	
	10:00 AM to 11:30 AM	Session-1 Noting & Drafting
& Batch-2 (26.08.2017 to 27.08.2017)	11:30 AM to 11:45 AM	Tea Break
	11:45 AM to 01:30 PM	Session-2 Noting & Drafting
	01:30 PM to 02:15 PM	Lunch Break
	02:15 PM to 03:30 PM	Session-3 Noting & Drafting
	03:30 PM to 03:45 PM	Tea Break
	03:45 PM to 05:00 PM	Session-4 Noting & Drafting

The following Junior Assistants, who joined in the year 2017, are requested to attend the said Workshop, in their respective batch, as per above schedule:

Batch-1 (24th to 25th August, 2017)

S.I. No.	Name & Department	S.I. No.	Name & Department	S.I. No.	Name & Department
1	Ms. Rakhi Mukherji, R&D	11	Sri Shailendra Kumar, Ceramic Engg.	21	Ms. Josita Sarwan, Establishment
2	Sri Abhishek Shukla, Main Library	12	Sri Tej Bahadur, Diary & Dispatch Unit	22	Sri Indrajeet Kr. Singh, Resource & Alumni
3	Sri Shivang Trivedi, Accounts section	13	Sri Ramesh Giri, Hostel	23	Sri Ashish Shankar Gupta, Mining Engg.
4	Sri Sujeet Kumar, Hostel	14	Sri Navneet Kr. Pandey, Hostel	24	Sri Zishan Ahmed, Chemical Engg.
5	Ms. Ravisha Raghuvanshi, Faculty Affairs	15	Sri Shashank Verma, Establishment	25	Sri Satish Chandra Lal, Hostel
6	Sri Ajit Kr. Yadav, GAD	16	Sri Ashish Kr. Vishwakarma, Electronic Engg.	26	Sri Vipin Kr. Verma, Biomedical Engg.
7	Ms. Poonam Yadav, Accounts section	17	Sri Vinay Prakash Singh, Humanistics Studies	27	Sri Divyanshu Singh, Biomedical Engg.
8	Sri Akash Mishra, Mechanical Engg.	18	Ms. Anshu Kaushal, Chemistry	28	Sri Jasvinder Singh, NFRC
9	Sri Rishabh Tiwari, Metallurgical Engg.	19	Sri Atul Kr. Verma, Accounts section	29	Sri Robin Kumar, MR Cell
10	Sri Amritesh Tripathi, Accounts section	20	Sri Ravi Kr. Sonkar, Main Workshop	30	Sri Indrajeet Gupta, Accounts section

Batch-2 (26th to 27th August, 2017)

S.I. No.	Name & Department	S.I. No.	Name & Department	S.I. No.	Name & Department
1	Sri Siddharth Kr. Gupta, Scholarship Section	11	Ms. Neha Gautam, Deptt. of Mining Engg.	21	Sri Ashwani Kumar Sonker, S.M.S.T
2	Sri Gaurav Kumar, GAD	12	Sri Abhishek Kr. Sharma, Hostel	22	Sri Rambish Gond, Chemistry
3	Sri Atul Kr. Gupta, Deptt. of Pharmaceutical Engg. & Technology	13	Sri Adarsh Kr. Srivastava, Secretariat	23	Sri Vikky Vishwakarma, Accounts Section
4	Sri Vaibhav Tripathi, Accounts section	14	Sri Sagar Singh, Hostel	24	Sri Vikas Prajapati, Accounts
5	Sri Rahul Kant Chaudhary, Physics	15	Sri Vivek Kr. Jaiswal, Hostel	25	Sri Rahul Choudhary, QIP Cell
6	Sri Deepak Kr. Sinha, Biochemical Engg.	16	Sri Ankit Jain, Institute Works Department	26	Sri Ritehs Singh, Computer Sci. & Engg. (Computer Unit)
7	Sri Sunni Kr. Singh, R&D (Accounts)	17	Sri Mukesh Mondal, Institute News Letter & Faculty Forum	27	Sri Sonu Kumar, Faculty Affairs
8	Sri Kamlesh Kumar, Accounts section	18	Sri Amit Kr. Kannaujia, Establishment	28	Ms. Parul, Institute Data Cell
9	Sri Ashutosh, Accounts section	19	Sri Prakhar Kumar, Computer Science & Engg.	29	Sri Pintu Kumar, IIT (BHU) Cafeteria
10	Sri Amit Kr. Srivastava, R&D	20	Sri Aditya Prakash Gupta, Academic (UG-CRC)		

Participation of the above Junior Assistant in the above training programme is mandatory and leave on any account will not be admissible during the period.


Assistant Registrar (Admin.) II

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Copy forwarded to the following for information and necessary action:

Dated: 21.08.2017

1. All the Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinator, QIP
4. The Chairman, Academic (UG-CRC)
5. The Chairman, Institute Works Committee
6. The Chairman, IIT (BHU)-Cafeteria Committee
7. The Chairman, Council of Wardens
8. The Chairman, Computer Unit Establishment Committee
9. The President, Institute Faculty Forum
10. The Chief Editor, Institute Newsletter
11. The Coordinator, GTAC
12. The Prof. Incharge, Main Workshop
13. The Deputy Library, Main Library
14. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
15. All the Joint Registrars.
16. The Deputy Registrar (Accounts).
17. All the Assistant Registrars
18. Persons concerned.
19. Dr. V.P. Singh, Ex. Technical Superintendent – with a request for photography of the programme
20. P.S. to the Director.
21. P.A. to the Registrar.

Indian Institute of Technology(Banaras Hindu University).


Assistant Registrar (Admin.)-II