6.5.2

## Conferences, Seminars, Workshops conducted on Quality



## I.K.Gujral Punjab Technical University (Branch: Human Resource Development- Training & Development)



IKGPTU/DR/HRD/TD/NC/93/11

Date: 17 09/18

Dr. Yadwinder Singh Brar.

Director.

## **IKGPTU Main Campus**

Please find below the Training schedule for the month of September 2018. You are requested to depute officials from your department for the training sessions as listed below and nominate other official in case of non availability of the official listed below:-

Sr.	Topic	Resource		Schedule	
No.		Person	Day-1 (24.69.2018)	Day-2 (25.09.2018)	Day-3 (26.09.2018)
1.	Training on Noting, Drafting skills, Handling Official Communications, Filing of documents	Sh Kashmir Lal (Rotired District Treasury Officer)	Sh. Amarjit Singh, S.A (Store Purchuse) Sh. ifarwinder Singh, S.A (Main campus) Ms. Rita, S.A (Electrical Engg.) Ms. Kuldeep Kaur, Clerk (Store Purchuse) Sh. Rajinder Singh, O.A (Khunnimajra Campus)	Sh. Balkar Singh, S.A (Batala Campus) Sh. Jashir Singh, S.A (Store Purchase) Sh. Naresh Pwar, S.A (Khannimajra campus) Sh. Jaspal Singh, Clerk (Batala campus) Sh. Gurmeer Singh, O.A (Store Purchase)	Sh. Jagdeep Singh, S.A. (Store Purchase) Ms. Joginder Kaur, S.A. (ECE) Ms. Reena, S.A. (Physical Sc.) Sh. Kulwant Singh, Clerk. (Store Purchase) Sh. Ramjas Singh, O.A.
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	Subconscious Mind	Sharma, Astrologer, Taron Card Reader, Monar Centre, Amritsar	Employees from 'B', 'C' & 'D' Category may please be nominated	Nil	Nit

Timing 10:00 am to 10:30 am Registration 10:30 am to 11:30 am Training session 11:30am to 11:45 am Toa Broak 13:45am to 12:45pm Training session 12:45pm to 01:00pm Question/Answer Session 01:00pm to 02:30pm 02:30pm to 03:30pm Lunch Break Training session 03:30pm to 03:45pm Tea Break 03:45pm to 04:30pm 04:30pm to 04:45pm Training Session Question/Answer Session

The nomination may please be sent to the office of HRD latest by 20.09.2018 in the following format :-

Sr.No.	Name of the official	Designation	Employee Code
1			

The participants are requested to report for registration half an hour before the commencement of the training session.

Deputy Registrar (HRD)

Deputy Registrar (HRM)

IK Gujral Punjab Technical University
Jalandhar

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## Report

Human Resource Development Branch conducted a three days training on noting, Drafting, Handling Official Communicating filling of Documents on dated 24.09.2018 to 26.09.2018. Participants from various departments/branches attended the training. The resource person of the training was Sh. Kashmiri Lal, Retired District Treasury Officer, Faridkot.

The main objective of the above training was to improve the performance and productivity of employees/staff working in the University.

(Tawn Back)
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(Pawan Kuma)
Assistant Registran (HKB)

Deputy Registrar (HRM) IK Gujral Punjab Technical University Jalandhar

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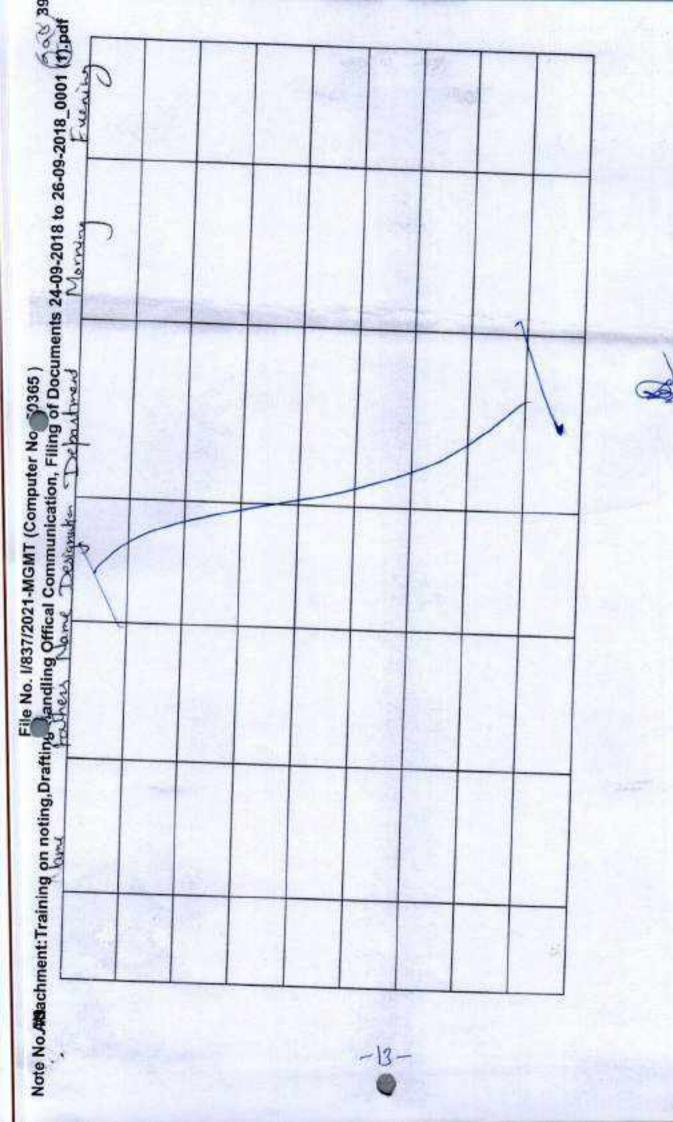
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Deputy Registrar (HRM) IK Sujral Punjab Technical University Jalandhar

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Deputy Registrar (HRM)
IK Gujtat Punjab Technical University
Jalandhar

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Note No. #Bachment: Training on noting, Drafting Handling Offical Communication, Filing of Documents 24-09-2018 to 26-09-2018 \_ 0001 (1).pdf

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2.0	Sh. Jaswant Singh	Sh. Ajit Ram	Office Assistant	Office Assistant College & Development	on date 25	19/18
×	Ms. Monika Shama	Sh. Jugal Kishore	Senior Assistant HRM	HRM		
4	Sh. Vijay Kumar	Mr. Sardari Lal	Clerk	HRM	26/19/18	
<u>ش</u>	Sh. Amandeep Singh	Sh. Davinder Singh	Senior Assistant	Senior Assistant Construction Cell	on date 25	25/4/18
V	Ms. Balwinder Kaur	Late Shri Sukhdev Singh	Clerk	Maintenance (Estate Office)		
12	Sh. Ram Kishan	Sh. Vijay Kumar	Office Assistant	Office Assistant Maintenance ESTATE	See - Sampai	-
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Deputy Registrar (HRM.)
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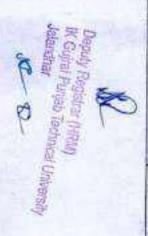


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	Mr. Baldev Singh	Sh. Mohinder Singh	Sh. Narain Singh	Mr. Mela Singh	Sh. Asa Ram	Sh. Balwant Singh	Sh. Pritam Singh	Sh. Pritam Singh	Sh. Bansi Lal	Sh. Sita Ram
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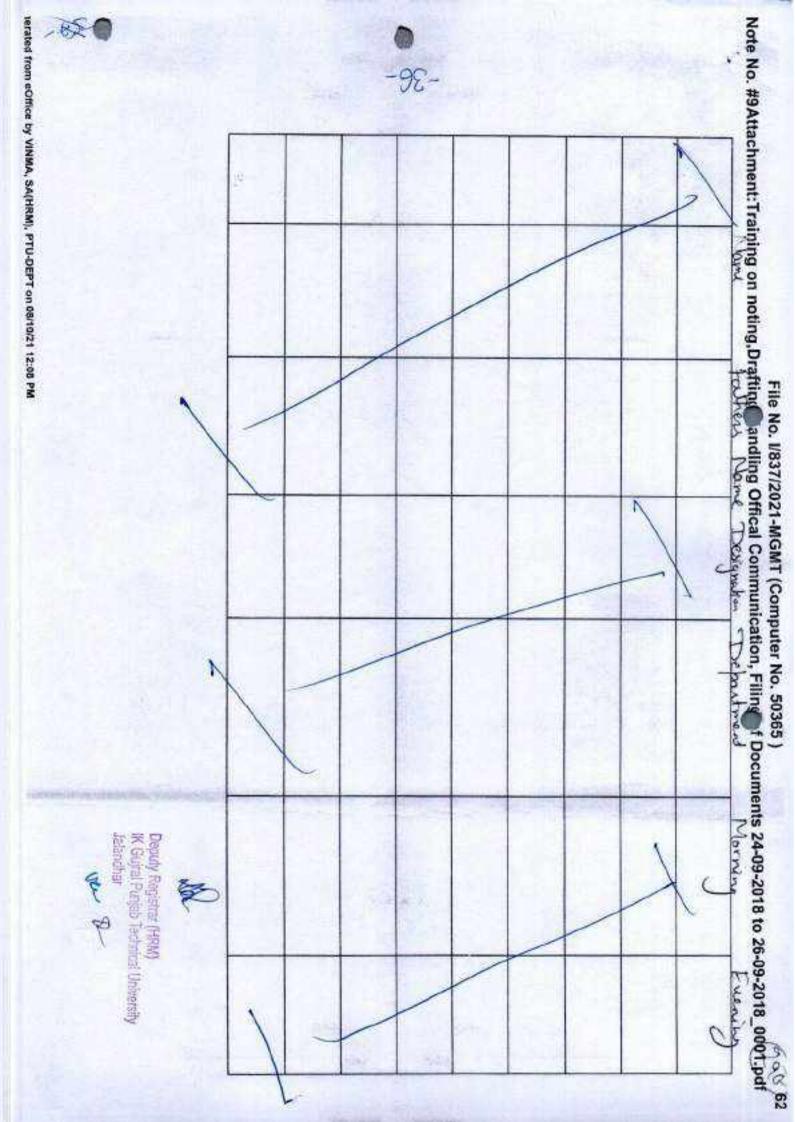
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Legal Cell

Sh. Mohinder Singh

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Note No. #9Attachment:Training on noting, Draftis. Handling Offical Communication, Filing of Documents 24-09-2018 to 26-09-2018 0001 pur 128 20\_ A Sh. Deepak Kumar 25 Sh. Sukhvir Singh 19 Sh. Gurpreet Singh 21 P Ms. Neelam Rani 16 Ms. Duljit Kaur 15 P Sh Deepak Jain Sti Bharat Bhushan Sh Mahinder Singh Ms Rajwinder Kaur Ms. Baljinder Kaur O Sh. Deepak Chand Sh. Harpal Singh Sh. Surinder Singh Sh. Girdhari La Ms. Hardeep Kaur Sh Arvind Kumar Sh. Meet Singh Sh. Onkar Singh Sh. Turlok Singh Sh. Nanda Ballabh Sh. Major Singh Sh. Jaswant Singh Sh. Chanchal Singh Sh. Shamsher Singh Mr. Tirlok Singh Sh. Bhagwan Dass Sh. Jasbir Singh Sh. Som Parkash Mr. Bukhshi Ram Sh. Mohinder Singh Sh. Tersem Chand Sh. Sham Lal Senior Assistant Office Assistant Senior Assistant Senior Assistant Senior Assistant Office Assistant Senior Assistant Office Assistant Clerk Senior Assistant Finance & Accounts Senior Assistant Senior Assistant Clerk Office Assistant | Finance & Accounts Senior Assistant | Finance & Accounts Senior Assistant | Finance & Accounts Library Registrar DDE DDE Academics Academics Conduct & GA Secreey (Regular) Confidentia Secrecy (Regular) Finance & Accounts できるがで ( b) humber beaut Sinches / 2/2/2/ 811000 Been on 26/0/18 N SE Journey ! 34/9/NG 25/0/16 or dusc on dove 24/19/18 SAINING

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Sh. Pritam Singh	30	Senior Assistant	Senior Assistant Batala Campus	Batala
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Sh. Bansi Lal	10	Senior Assistant		R&D Strip
Sh. Sita Ram	-		Office Assistant Library	APSIG

Deputy Registerr (HRM)
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## Report

Human Resource Development Branch conducted one day training on Power of subconscious on mind dated 27.09.2018. Participants departments/branches attended the same. The resource person of the training was Ms. Saloney Sharma, Astrologer.

The main objective of the above training was to improve the presence of mind for better performance of employees/staff working in the University.

(Pawom Kuma) St. Assistant
Assistant Registra (HRD)

Deputy Registrar (HRM) IK Guiral Punjab Technical University

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Note No. #9

File No. I/837/2021-MGMT (Computer No. 50365)

Attachment: Awareness Programme on Breast Cancer 08-10-2018\_0001 (2).pdf

(Branch: Human Resource Development)

No. IKGPTU/DR/HRD/TD/03/57

Date: 05 10 18

#### Circular

Subject:

Awareness Programme on "Breast Cancer & its Prevention" for the female

employees & students.

An awareness programme on "Breast Cancer & its Prevention" is going to be held for the female employees/students of the University from 08.10.2018 from 3:00 pm to 4:30 pm in Seminar Hall, Ground Floor, Main Campus.

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Dr. Shikha Chawla, M.B.B.S., D.N.B (Radiation Onocology) HOD, Department of Radiation Oncology, Patel Hospital, Jalandhar is the Resource Person.

#### Motive of the Programme:

For awareness among female staff/students about Breast Cancer, its early detection, prevention and treatment.

All female employees/students of the University are requested to attend the same.

Dr. Geet Deputy Registrar (HRI))

CC to:

Incharge VC Secretariat:

For information of Vice-Chancellor

Registrar:

For information please.

All Head of the Departments (Teaching and Non-Teaching): For information of all the female Employees and students.

Notice Board

Concerned File

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Deputy Registrar (HRM)
IK Gujrai Punjab Technical University
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## Report

Human Resource Development Branch conducted one day awareness programme on Breast Cancer and its preventions on dated 08.10.2018. Female staff and students from departments/ branches attended the same. The resource person of the training was Dr. Shikha Chawla, Doctor, Patel Hospital, Jalandhar.

The main objective of the above training was to aware the female employees/staff and students regarding Breast related issues.

(Pawan turner)

Assistant Registma (HRD)

Deputy Registrar (HRM) IK Guyai Punjab Technical University Jalandhar

## ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ (ਮਾਨਵ ਸ਼ੇਤ ਵਿਕਾਸ - ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ)

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## ਸਰਕੁਲਰ

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Deputy Registrar (HRM) IK Gujral Purjab Technical University

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## Report

Human Resource Development Branch conducted a three days training on Service rules and regulations dated 09.10.2018, 11.10.2018 and 12.10.2018. Participants from various departments/branches attended the same. The resource person of the training programme was Sh. Ramesh Mittal, Retired DFO.

The main objective of the above training was to aware employees/staff working in the University regarding service rules and regulations.

(Torun Bala)
So. Assistent)

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Apsistant Registran (HRD)

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IK Gujral Punjab Technical University & a B

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Note No. #9

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Note No. #9

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# ਆਈ.ਕੇ. ਗੁਜੇਚਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

(ਮਾਨਵ ਸ਼੍ਰੋਤ ਵਿਕਾਸ - ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ)

ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ/ਡਿ.ਰਜਿ./ਮ.ਸ.ਵਿ./ਟੀ.ਐਂਡ.ਡੀ./ਸਰਕੂਲਰ/٥3/66

8/4/28 : ENT

## ਸਰਕੂਲਰ

ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮਾਨਵ ਸ੍ਰੇਤ ਵਿਕਾਸ ਬ੍ਰਾਂਚ ਦੇ ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈੱਲ ਵਲੋਂ ਮਿਤੀ 29.10.2018 ਤੋਂ 31.10.2018 ਤੱਕ "Income Tax return" ਵਿਸ਼ੇ ਤੇ ਕਰਵਾਏ ਜਾ ਰਹੇ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਦੇ ਸ਼ਡਿਊਲ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਤਬਦੀਲੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

Date	29.10.2018 (One Day)
Venue	Seminar Hall, Ground Floor, Main Campus
Timing	10:00am to 4:00pm

ਸਾਵੇ ਸੰਬੰਧਤ ਨੋਟ ਕਰ ਲੈਣ ਜੀ।

ਸਹਾਇਕ ਰੀਜਸਟਰਾਰ (ਮਾਨਵ ਸ੍ਰੇਤ ਵਿਕਸ਼)

ਉਤਾਰਾ:-

ARM 23/10/18

Dro to 23/10/18

## Report

Human Resource Development Branch conducted one day training on **Income Tax Return** on 29.10.2018. Participants from various departments/branches attended the same. The resource person of the training was Sh. Nitin Gandhi, Chartered Accountant.

The main objective of the above training was to aware employees/staff working in the University regarding how to filed the ITR and manage ITR account.

Pawan Kumar)

Assistand Registeran (HRD)

Deputy Registrar (HRM)

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(ਮਾਨਵ ਸ਼੍ਰੇਤ ਵਿਕਾਸ - ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ)

ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ/ਡਿ.ਰਜਿ./ਮ.ਸ.ਵਿ./ਟੀ.ਐਂਡ.ਡੀ./ ਸਰਕੂਲਰ/03/68

ਮਿਤੀ: 29/10/18

#### ਸਰਕੁਲਰ

ਰਜਿਸਟਰਾਰ ਦੀ ਪ੍ਰਵਾਣਗੀ ਮਿਤੀ 25.10.2018 ਅਨੁਸਾਰ ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮਾਨਵ ਸੇਤ ਵਿਕਾਸ ਦੇ ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈੱਲ ਵਲੋਂ ਹੇਠ ਲਿਖੇ ਵੇਰਵੇ ਅਨੁਸਾਰ ਦੰਦਾ ਦੀ ਦੇਖਭਾਲ ਸੰਬੰਧੀ ਅਵੇਅਰਨੈਸ ਪ੍ਰੋਗਰਾਮ ਆਯੋਜਿਤ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ :-

ਮਿਤੀ

31.10.2018

ਸਥਾਨ

ਸੈਮੀਨਾਰ ਹਾਲ, ਗਰਾਉਂਡ ਫਲੇਰ, ਮੇਨ ਕੇਂਪਸ

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ਰਿਵੇਸਮੇਟ ਦਾ ਸਮਾਂ :

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ਸਾਰੇ ਸੰਬੰਧਤ ਨੋਟ ਕਰ ਲੈਣ ਜੀ।

ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ (ਮਾਨਵ ਸ੍ਰੇਤ ਵਿਕਾਸ

ਇੰਚਾਰਜ ਉਪਕੁਲਪਤੀ ਸਕੱਤਰੇਤ:- ਉਪਕੁਲਪਤੀ ਜੀ ਦੀ ਜਾਣਕਾਰੀ ਹਿੱਤ।
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5. ਸੰਬੰਧਤ ਫਾਇਲ

Deputy Registrar (HRM) IK Gujral Punjab Technical University

Jalandhar

#### Report

Human Resource Development Branch conducted one day **Oro Dental Awareness Programme** on 31.10.2018. Participants from various departments/branches attended the same. The resource person of the training was Dr. Gurdev Singh Bhatti, Dental Doctor Civil Hospital, Kapurthala.

The main objective of the above training was to aware employees/staff working in the University regarding Dental related issues.

(faman Kuman)

Answert Registral (MRD)

Deputy Registrar (HRM)
IK Gujral Punjab Technical University

File No. I/837/2021-MGMT (Computer No. 50365)

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Deputy Registrar (HRM)
IK Gujral Purjab Technical University
Jalandhar

#### ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

(ਮਾਨਵ ਸ਼੍ਰੇਤ ਵਿਕਾਸ - ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ)

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#### ਸਰਕੁਲਰ

ਰਜਿਸਟਰਾਰ ਦੀ ਪ੍ਰਵਾਣਗੀ ਮਿਤੀ 26.10.2018 ਅਨੁਸਾਰ ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮੈਨੇਜਮੈਂਟ ਵਿਭਾਗ ਦੇ ਸਹਿਯੋਗ ਨਾਲ ਮਾਨਵ ਸ਼੍ਰੇਤ ਵਿਕਾਸ ਦੇ ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੌੱਲ ਵਲੋਂ ਹੇਠ ਲਿਖੇ ਵੇਰਵੇ ਅਨੁਸਾਰ "Drug De-addiction" ਸੰਬੰਧੀ ਅਵੇਅਰਨੈਸ ਪ੍ਰੋਗਰਾਮ ਆਯੋਜਿਤ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ :-

ਮਿਤੀ

01 ਨਵੰਬਰ 2018

ਸਥਾਨ

ਨੌਮੀਨਾਰ ਹਾਲ, ਗਰਾਉਂਡ ਫਲੇਰ, ਜੀ-3 ਬਿਲਡਿੰਗ

ਸਮਾਂ

11:00 ਵਜੇ (ਸਵੇਰੇ)

ਇਸ ਪ੍ਰੋਗਰਾਮ ਦੇ ਮਾਹਿਰ ਵਜੋਂ <u>ਡਾ. ਡੀ.ਐਸ ਭੁੱਲਰ, ਸਹਾਇਕ ਪ੍ਰੋਫੈਸਰ</u> (Forensic Medicine, Govt. Medical College Patiala) ਨੂੰ ਬੁਲਾਇਆ ਜਾ ਰਿਹਾ ਹੈ।

ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀਆਂ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਆਉਂਦੇ ਵਿਦਿਆਰਥੀਆਂ ਅਤੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਵੱਧ ਤੋਂ ਵੱਧ ਹਾਜ਼ਰੀ ਨੂੰ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਸਾਰੇ ਸੰਬੰਧਤ ਨੇਟ ਕਰ ਲੈਣ ਜੀ।

ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ (ਮਾਨਵ ਸ਼੍ਰੋਤ ਵਿਕ੍ਰਾਸ)

ਉਤਾਰਾ:-

- ਇੰਚਾਰਜ ਉਪਕੁਲਪਤੀ ਸਕੱਤਰੇਤ:- ਉਪਕੁਲਪਤੀ ਜੀ ਦੀ ਜਾਣਕਾਰੀ ਹਿੱਤ।
- 2. ਰਜਿਸਟਰਾਰ:- ਜਾਣਕਾਰੀ ਹਿੱਤ।
- ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀ (ਟੀਦਿੰਗ ਅਤੇ ਨਾਨ-ਟੀਦਿੰਗ): ਕਰਮਚਾਰੀਆਂ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਜਾਣੂ ਕਰਵਾਉਣ ਹਿੱਤ।
- ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ)
- 5. ਨੋਟਿਸ ਬੇਰਡ
- ਸੰਬੰਧਤ ਫਾਇਲ

Deputy Registrar (HRM)

Gelral Puriab Technical University

#### Report

Human Resource Development Branch conducted one day Drug D-Addiction Camp on 01.11.2018. Participants from various departments/branches attended the same. The resource person of the training was Dr. D.S. Bhullar, Associate Professor, Govt. Medical College, Patiala.

The main objective of the above training was to aware employees/staff working in the University to promote awareness and collective initiative towards the prevention of alcoholism and substance.

(favoran Kumar) Sr. Avsistant
Assistant Rejection (HRD)

Deputy Registrar (HRM) IK Gural Punjab Technical University

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I.K. Gujral Punjab Technical University, Main Campus, Kapurthala

Expert Lecture on Drug De-addiction Department of Management

Attendance Sheet for Students

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I.K. Gujral Punjab Technical University, Main Campus, Kapurthala

Department of Management

**Expert Lecture on Drug De-addiction** 

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I.K. Gujral Punjab Technical University, Main Campus, Kapurthala

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I.K. Gujral Punjab Technical University, Main Campus, Kapurthala

Department of Management

**Expert Lecture on Drug De-addiction** 

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Note No. #9

I.K. Gujral Punjab Technical University, Main Campus, Kapurthala

Department of Management

**Expert Lecture on Drug De-addiction** 

Faculty Members:

Attendance Sheet for Employee

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Diary No. 843
Dated 171/18

I.K.Gujral Punjab Technical University

(Branch: Human Resource Development- Training & Development)

IKGPTU/DR/HRD/TD/NC/03/87

Date: 15/11/18

54. Dinesh Juneja,

Deputy Registrar (Audit Section)

Please find below the workshop schedule to be held on 20.11.2018. You are requested to depute officials from your department for the workshop sessions and nominate other official in case of non availability of the official listed below:-

Sr. No.	Topic	Resource Person		Schedule	
I,	Legal and RTI issues pertaining to service matter	Sh. Shyam Lal, Retired Joint Secretary, Punjab Civil Secretarias, Chandigarh	Name of the employee Sh. Anand Sharma, S.A.	09:30 am to 10:30 am 10:30 am to 11:30 am 11:30 am to 11:35 am 11:45 am to 12:45 pm 12:45 pm to 01:00 pm 01:00 pm to 02:30 pm 02:30 pm to 03:30 pm 03:30 pm to 03:45 pm 03:45 pm to 04:30 pm 04:30 pm to 04:45 pm	Timing  Registration workshop session Tea Break workshop session Question/Answer Session Lanch Break workshop session Tea Break workshop Session Tea Break workshop Session Question/Answer Session

The nomination may please be sent to the office of HRD latest by 19.11.2018 in the following format :-

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The participants are requested to report for registration half an hour before the commencement of the workshop session.

Pawan Kumar Assistant Registron (URD)

Assistant Registrar (HRD)

Deputy Registrar (HRM)
IK Gujral Punjab Technical University

IK Gujral F Jalandhar

eccipi/Despatch No. 5750

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#### I.K.Gujral Punjab Technical University (Branch: Human Resource Development- Training & Development)

IKGPTU/DR/HRD/TD/NC/03 90

Date: 1 5/11/18

Dr. Rajneesh Kumar Sachdeva,

Director (Open & Distance Learning)

Please find below the workshop schedule to be held on 26.11.2018. You are requested to depute officials from your department for the workshop sessions and nominate other official in case of non availability of the official listed below:-

Sr. No.	Topic	Resource	11.00	Schedule	
1.	Legal and RTI issues pertaining to service matter	Sh. Shyam Lal, Retired Joint Secretary, Punjab Civil Secretariat, Chandigarh	Sh. Baljinder Singh, Clerk Sh. Gurmeet Singh, O.A	09:30 am to 10:30am 10:30 am to 11:30am 11:30am to 11:45 am 11:45am to 12:45pm 12:45pm to 01:00pm 01:00pm to 02:30pm 02:30pm to 03:30pm 03:30pm to 03:45pm 03:45pm to 04:30pm 04:30pm to 04:45pm	Timing  Registration workshop session Tea Break workshop session Question/Answer Session Lunch Break workshop session Tea Break workshop Session Question/Answer Session Question/Answer Session

The nomination may please be sent to the office of HRD latest by 19.11.2018 in the following format :-

Sr.No.	Name of the official	Designation	
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The participants are requested to report for registration half an hour before the commencement of the

Deputy Registrar (HRM) IK Gujral Punjab Technical University

Jalandhar

Assistant Registrar (HRD)

#### Report

Human Resource Development Branch conducted one day training on Legal and RTI issues on 20.11.2018. Participants from various departments/branches attended the same. The resource person of the training was Sh. Shyam Lal, Retired Under Secy, Punjab Govt. Chandigarh.

The main objective of the above training was to aware the employees/staff of the University regarding work related to Legal and RTI for improving their performance.

(favor Kumar)

Assistant Registra (HRD)

Deputy Registrar (HRM) IK Gujral Punjab Technical University

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Deputy Registrar (HRM)
IK Gujraf Punjah Technical University
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Note No. #9

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### I.K.Gujral Punjab Technical University (Branch: Human Resource Development-Training & Development)

IKGPTU/DR/HRD/TD/NC/09/134

Date: 27/12/18

Dr. Monika Sachdeva

Associate Professor/HOD (CSE) and

Incharge, IKGPTU Mohali Campus

Please find below the workshop schedule to be held on 10.01.2019. You are requested to depute officials from your department for the workshop sessions and nominate other official in case of non availability of the official listed below:-

Sr.	Topic	Resource Person		Schedule
No.			Name of the employee	Timing
1.	Conduct & Disciplinary Rules and Procedure to conduct enquiry	Sh. Ramesh Mittal, (Retired Deputy Controller Finance & Accounts, Finance Dept. Punjab)	Shevimarjit Singh, S.A. Sh. Jashir Singh, S.A.	09:30 am to 10:30am - Registration 10:30 am to 11:30am - wkshp session 11:30am to 11:45 am - Tea Break 11:45am to 12:45pm - wkshp session 12:45pm to 01:00pm - Q/Ans Session 01:00pm to 02:30pm - Lunch Break 02:30pm to 03:30pm - wkshp session 03:30pm to 03:45pm - Tea Break 03:45pm to 04:30pm - wrkshp Session 04:30pm to 04:45pm - Q/Ans Session

The nomination may please be sent to the office of HRD latest by 07.01.2019 in the following format

Sr.No.	Name of the official	Designation	Employee Code
1			

The participants are requested to report for registration half an hour before the commencement of the workshop session.

Deputy Registrar (HRM)

IK Gujral Punjab Technical University Jalandhar

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Dr. Pawan Kumar

Assistant Registrar (HRD)

-10t--98Mail-or ind@ptuacin\_34-

Regarding upcoming workshop on "Conduct & Disciplinary ales and Procedure to conduct enquiry" to be held on 09.01.2018 and 10.01.2018.

#### HRD

Fri 28/12/2018 11:02

to Monika Sachdeva <monika@ptu.ac.in>;

8 2 attachments (1 MB)

Monika Sachdeva 1.jpg; Monika Scahdeva 2.jpg;

adly notice the date of the workshop is 09.01.2019 and 10.01.2019.

From: HRD

Sent: 28 December 2018 10:35

To: Monika Sachdeva

Subject: Regarding upcoming workshop on "Conduct & Disciplinary Rules and Procedure to conduct enquiry" to

be held on 09.01.2018 and 10.01.2018.

Respected Mam,

Good Morning!!

With reference to the subject cited above, kindly find the letters attached herewith.

With Regards

Deputy Registrar (HRM)

K Gujral Punjab Technical University

Jalandhar

https://outlook.office.com/owa/?reaim=ptu.ac.in&ws.wrl=1&E-cc=2057&moduri=0&path=/mail/sentitams

#### Report

Human Resource Development Branch conducted two days training on Conduct and Disciplinary Rules and procedure to conduct enquiry from 09.01.2019 to 10.01.2019. Category of Group-A and B participants from various departments/ branches attended the same. The resource person of the training was Sh. Ramesh Mittal, Retired Deputy Controller Finance & Accounts, Finance Department, Punjab.

The main objective of the above training was to aware the employees/staff of the University regarding Conduct and Disciplinary Rules and how to proceed the conduct enquiry.

(Pawan Euman)
Assistan Rejustrea (HRD)

Deputy Registrar (HRM) IK Gujral Punjab Technical University

Jelandhar

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Matte & Distribution Rules and Procedure to conduct enquiry 09-01-2019 & 10-01-2019 0001 (1).pdf

#### I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT Cell ATTENDENCE SHEET FOR Workshop (09.01.2019) Topic: Conduct & Disciplinary Rules and Procedure to Conduct Enquiry Designation Department Signature Name of the Sr. No. Officer CSE Programmer Sh. Ankit Kapila Assistant Registrar R&D Sh. Naresh Kumar Sh. Rajneesh Kumar Public Relation PRO.GA Officer & AR Sharma (GA) Estate Office Estate Officer Sh. Vishal Beri Assistant Registrar College & Sh. Rajinder Kumar Development Assistant Registrar Human Resource Sh. Parvesh Kumar 6 Management Aspal Assistant Registrar F&A Ms. Jasleen Kaur Mr. Kishore Luthra Assistant Registrar F&A 8 IRC-UHVE. Er. Mohit Kumar Jain Database Registrar Office Administrator Assistant Registrar DDE Sh. Joginder Singh 10 Assistant Director Sh. Sumeer Sharma Sports 11 YOUTH AFFAIRS Assistant Registrar Student Welfare 12 Sh. Paramjit Singh Gill Main Campus Sh. Dinesh Juneja Deputy Registrar 13 Assistant Registrar Director Main Dr. Sandeep Mehmi 14 Campus

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Deputy Registrar (HRM) IK Gujral Punjab Technical University Jalandhar

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Sh. Tarun Kanodia

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#### HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT Cell

ATTENDENCE SHEET FOR Workshop (09.01.2019)

Topic: Conduct & Disciplinary Rules and Procedure to Conduct Enquiry

Sr. No.	Name of the Officer	Designation	Department	Signature
16	Sh. Jiwan Lal	Secretary to VC	Academics	J. 2-1-19
17	Ms. Madhu Midha	Deputy Librarian	KRC	My Moder
8	Dr. Vanceta Bala	Assistant Registrar	Secrecy	Veethy
9	Sh. Hardeep Singh	Assistant Registrar	Examination	A-24 71119
20	Sh. Ashish Sharma	Programmer	ITS	selin)
21	Sh. Deepak Sidana	Programmer	ITS	1 Suports
22	Sh. Sukhwinder Singh	Senior Assistant	Finance & Accounts	In
23	Sh. Deepak Jain	Senior Assistant	Finance & Accounts	Don
24	Sh. Pawan Kumar	Senior Assistant	Finance & Accounts	Spr
25	Sh. Naresh Kumar	Senior Assistant	Finance & Accounts	+
26	Ms. Chanda Rani	Senior Assistant	Finance & Accounts	Aguil 17069.
27	Sh. Ajit Singh	Senior Assistant	Sourcey	A
28	Sh. Arjun Singh	Senior Assistant	Secrecy	B
29	Sh. Sumeet Kumar	Senior Assistant	DDE	Sun 100 111
30	Dr. Geof	Deputy Registrar	HRD	( Lucy 9/1/19

Deputy Registrar (HRM) IK Gujral Punjab Tachnical University Jalandhar

#### I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

## HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT Cell ATTENDENCE SHEET FOR Workshop (10.01.2019)

Sr. No.	Name	Designation	Department	Signa	iture
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1	KAMAL MITTAL	Senior Assistant	Knowledge Resource Centre	Wall of	A. Magro
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Deputy Registrar (HRM) IK Gujral Punjab Technical University Jelandhar

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#### I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

## HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT Cell ATTENDENCE SHEET FOR Workshop (10.01,2019)

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Deputy Registrar (HRM)

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#### I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

# HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT Cell

ATTENDENCE SHEET FOR Workshop (10.01.2019) Topic: Conduct & Disciplinary Rules and Procedure to Conduct Enquiry Signature Name of the Employee Designation Department Sr. No. Morning Evening 31 ronduct Mehia Obi 32 F+A Sr Anta Bharat Bhushan 33 Se ANI HRM HRD OA Sandeep Kymer 36 JU S-A Tournales bour asvil tam 38 (2) 34 S.A. Sneh 40 do MC S&P Closes Kuldech kang Botos MCB &P OA Balbiesall Bally & Sul 42 Gristmetion Cell SA Balbir Stryn 43 SA. Amondeep Ken Siw 44 Dy Cont 45 Ade RIOL

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HRD

1.K.Gujral Punjab Technical University (Branch: Human Resource Development-Training & Development Cell)

IKGPTU/DR/HRD/TD/NC/10/158

Date: 6/2/19

Dr. S.S. Walia, Registrar

- good

Please find below the workshop schedule to be held on 12.02.2019. You are requested to depute officers from your department for the workshop sessions and nominate other official in case of non availability of the official listed below:-

Sr.	Topic	Resource	Schedule				
No	100000	Person	Name of the employee	Timing			
	Vigilance & Discipline Management and Department at Inquiries	Sh. Bankey Bihari (Retired Punjab Secretariat Personnel Chandigarh)	Dr. Ekonkar Singh (D.R.)  Er. Mohit Kumar Jain (Database Administrator) Sh. Gaganjot Singh (A.R.)	09:30 am to 10:30am 10:30 am to 11:30am 11:30am to 11:45 am 11:45 am to 12:45 pm 12:45 pm to 01:00 pm 01:00 pm to 02:30 pm 02:30 pm to 03:30 pm 03:30 pm to 03:45 pm 03:45 pm to 04:45 pm	Registration     workshop session     Tea Break     workshop session     Question/Answer     Session     Lunch Break     workshop session     Tea Break     workshop Session     Question/Answer     Session		

The nomination may please be sent to the office of HRD latest by 07.02.2019 in the following format :-

Sr.No.	Name of the official	Designation	Employee Code
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The participants are requested to report for registration half an hour before the commencement of the workshop session.

(Dr. Pawan Kumar) Assistant Registrar (HRD)

J. A.

CC to: Concerned Officer File

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Deputy Registrar (HRM) IK Gujraf Punjab Technical University

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#### Report

Human Resource Development Branch conducted two days training on Vigilance & Discipline Management and Development inquiries from 12.01.2019 to 13.01.2019. Category of Group A and B participants from various departments/ branches attended the same. The resource person of the training was Sh. Bankey Bihari Retired Punjab Secretariat Personnel Chandigarh.

The main objective of the above training was to aware the employees/staff of the University regarding Vigilance & Discipline Management and Development inquiries.

(Pawam Fuman)

Deputy Registrar (HRM) IK Gujral Punjab Technical University

Jalandhar

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:MigbleNoe#9 Discipline Management and Departmental Inquiries 12-02-2019 & 13-02-2019 0001 pdf

# I.K.Gujral Punjab Technical University Human Resource Development-Training & Development Cell Attendance Sheet for Workshop (12.02.2019)

Topic: Vigilance & Discipline Management and Departmental Inquiries

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#### I.K.Gujral Punjab Technical University Human Resource Development-Training & Development Cell Attendance Sheet for Workshop (12.02.2019)

Topic: Vigilance & Discipline Management and Departmental Inquiries

Sr.	Name of the	Father's Name	Designation	Department	Signature		
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#### I.K.Gujral Punjab Technical University Human Resource Development-Training & Development Cell Attendance Sheet for Workshop (13.02.2019)

Topic: Vigilance & Discipline Management and Departmental Inquiries

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# I.K.Gujral Punjab Technical University Human Resource Development-Training & Development Cell Attendance Sheet for Workshop (13.02.2019)

Topic: Vigilance & Discipline Management and Departmental Inquiries

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