



NOTICES

1. “Induction & Training Programme” for newly recruited non-teaching staff:

The Institute will conduct an “**Induction & Training Programme**” for newly recruited non-teaching staff of the Institute from **20.06.2022 to 30.06.2022 (on all working days)** as per the **timings mentioned below at Seminar Hall Complex, NIT Warangal**. All newly recruited non-teaching staff and Technical Staff are mandatorily required to attend the aforesaid training programme. The details of Induction & Training programme are attached at Annexure-A. The schedule for exclusive training for the Technical Staff will be notified separately.

Therefore, the concerned Head of the Departments are requested to inform the same to all Non-Teaching Staff in their respective Department/Section and send them to attend the aforesaid program.

Sl. No.	Date	Time	Session	Target group	Training/session will be delivered by
1	20.06.2022	10.00 a.m. to 11.00 a.m.	Introduction and inauguration by Director and Registrar	All non-teaching employees (Technical & Ministerial) and Officers	Director and Registrar (*At Auditorium, Ambedkar Learning Centre, NITW)
2	20.06.2022	11.00 a.m. to 01.30 p.m. & 02.00 p.m. to 05.00 p.m.	Universal Human Values	All newly joined Non-teaching employees (Including Technical and Non-technical)	1.Dr. J. Ravi Kumar, Associate Professor 2.Dr. V Hari Kumar, Associate Professor
3	21.06.2022	10.00 a.m. to 01.30 p.m. & 02.00 p.m. to 05.00 p.m.	Universal Human Values	All newly joined Non-teaching employees (Including Technical and Non-technical)	3.Dr. Karthik Balasubramanian, Assistant Professor Gr-I
4	22.06.2022	10.00 a.m. to 01.30 p.m. & 02.00 p.m. to 05.00 p.m.	An overview on Official Procedures, Entitlements, Conduct, Discipline and Administrative matters in Central Government/ Institute Service	All newly joined Non-teaching employees (Including Technical and Non-technical)	Registrar and Deputy Registrar (Admin)
5	23.06.2022	10.00 a.m. to 01.30 p.m.	Overview of Financial matters	All newly joined Non-teaching employees (Including Technical and Non-technical)	Dy. Registrar (F & A) & Accounts Officers
6	23.06.2022	02.00 p.m. to 05.00 p.m.	Overview of Purchase matters	All newly joined Non-teaching employees (Including Technical and Non-technical)	Dy. Registrar (Purchase & Stores)
7	24.06.2022	05.00 p.m. to 07.00 p.m.	Fundamentals on Administrative/ Establishment/ Personal matters, Pension, GPF, NPS, CS(MA), CEA, LTC Rules, FR SR Part-I	All newly joined Ministerial Staff	Deputy Registrar (Admin)

8	27.06.2022	05.00 p.m. to 07.00 p.m.	FR SR Part-I (continued) FR SR Part-III (Leave rules), CPGRAMS, RTI, Legal matters	All newly joined Ministerial Staff	Deputy Registrar (Admin)
9	28.06.2022	05.00 p.m. to 07.00 p.m.	CCS (Conduct) Rules 1964, CCS(CCA) Rules 1965, Disciplinary cases	All newly joined Ministerial Staff	Deputy Registrar (Admin)
10	29.06.2022	05.00 p.m. to 07.00 p.m.	GFR, GeM, Purchase rules & Store management	All newly joined Ministerial Staff	Deputy Registrar (Purchase & Stores)
11	30.06.2022	05.00 p.m. to 07.00 p.m.	Fundamentals of Finance & Accounts	All newly joined Ministerial Staff	Deputy Registrar (Finance & Accounts)
12	01.07.2022	05.00 p.m. to 06.00 p.m.	Academic Administration	All newly joined Ministerial Staff	Deputy Registrar (Academic)
13	01.07.2022	06.00 p.m. to 07.00 p.m.	Review, Questions and Answers & conclusion	All newly joined Ministerial Staff	Registrar

***Note:**

1. All newly joined ministerial staff may note the timings of the training sessions from 24th June to 01st July 2022.
2. Working Lunch will be provided to the participants at the Venue from 20.06.2022 to 23.06.2022.
3. Tea & Snacks will be provided to the participants at the Venue during aforesaid dates.

2. "Induction & Training Programme" for newly recruited non-teaching staff:

Reference is invited to circular of even no. dated 09.06.2022

As per instructions of the competent authority, **all non-teaching employees** (Technical & Ministerial) and Officers of the institute (existing as well as the newly recruited) will attend the inauguration of training programme to be held on **20.06.2022** between 10.00 am to 11.00 am at Auditorium, Ambedkar Learning Centre, NITW.

3. Department of Physics - Ph.D. Viva-Voce presentation:

Mr. Vadapalli Durga Rama Pavan (Roll No.701640), a full-time research scholar working under the guidance of **Dr. Sourabh Roy**, Associate Professor, Department of Physics will be giving the open Viva-Voce presentation of his Ph.D. thesis research work entitled **"Studies on Mode Propagation and Dispersion Engineering Related Phenomena in Photonic Crystal Waveguides"** on **21-06-2022 (Tuesday)** at **11:00** am in the seminar hall, first floor, **Teaching Learning Center (TLC)**.

All the interested faculty members, research scholars, and other students are invited to attend the open Viva-Voce presentation.

4. GRE/IELTS Training Classes:

Dr.B.R Ambedkar Learning Centre, in Association with Global Tree Career Pvt. Ltd. Conducts GRE/IELTS Training Classes sponsored by Government of Telangana for Final B.Tech/ M.Tech/M.Sc, SC/ST Students of Telangana from 1st July 2022 to 30th July 2022.

Link: <https://forms.gle/rvF8mczRS4BcasRs9>

5. Institute Health Centre – Visiting of Senior Interventional Cardiologist:

Dr. P. L. N. Kapardhi MD, DM, Senior Interventional Cardiologist, **Care Hospitals** will be visiting the Institute Health Centre.

Timings: Every 3rd Friday from 10:00 A.M. TO 4:00 P.M.

All the Faculty members, Non-teaching Employees and their dependents and the Students may utilize the specialist services.

6. Institute Health Centre - Starting Blood Test:

The following Blood tests are done at Institute Health Centre.

Hematology Analyzer: Complete Blood Count (Hemoglobin, Red Blood Cell Count, White Blood Cell Count Platelet Count) Blood Grouping, ESR.

Biochemistry Analyser: Fasting Blood Sugar, Post lunch Blood Sugar, Lipid Profile, Kidney function Test (Blood urea, Serum Creatinine) Serum Uric acid, CRP, Liver function tests.

Urine Analyzer: Complete Urine Examination

Fever Profile: Malaria, Typhoid (Widal test) and Dengue test

Serum Electrolyte Analyser: Serum Sodium, Serum Potassium, Serum Chloride.

7. Department of Physics - Seating Plan and Schedule of the Lab Quiz Test:

All the students of 1st B. Tech Physics Cycle (Biotechnology, Chemical, Mechanical & Metallurgy branches) are informed that Physics Lab quiz examination will be held on 16-06-2022 during 5.15 – 5.45 p.m. The seating plan is given below.

SEATING PLAN

Room No.	E101	E102	E103	E104	E201	E202	E203	E204
	Mech – A	Mech – A	Mech – A	Mech – B	Mech – B	Mech –B	Biotech	Biotech
Section / Regd. No.	21MEBOA01 to 21MEBOA30	21MEBOA31 to 21MEBOA60	21MEBOA 61 to End of A Sec	21MEBOB01 to 21MEBOB30	21MEBOB 31 to 21MEBOB 60	21MEBOB61 to End of B Sec	21BTBOA01 to 21BTBOA30	21BTBOA31 to 21BTBOA60

Room No.	E301	E302	E303	C301	C302
	Biotech	Chem– A	Chem – A	Chem – B	Metallurgy
Section/ Regd. No	21BTBOA61 to End of A Sec	21CHBOA01 to 21CHBOA30	21CHBOA31 to 21CHBOA60	21CHBOB01 to End of B Sec	21MMBOA01 to End of Sec

8. Submission of PRAN -New Pension System (NPS):

The employees who were newly appointed under New Pension System are advised to submit the Permanent Retirement Account Number (PRAN) to Accounts Section immediately, for recovery of NPS Subscription from their salaries **from the month of June, 2022 onwards** and uploading the same along with Institute Contribution. HODs are requested to inform/circulate this among the newly appointed employees at their departments.

Sd/-
**DY. REGISTRAR
ADMINISTRATION**

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