

For Immediate Release: June 11, 2024

PRESS-RELEASE

Three day Induction programme for 30 newly appointed Junior Assistants kickstarts at IIT (ISM) Dhanbad; participants learn about overview and general function of institute during the inaugural day.

Altogether 30 newly appointed Junior Assistants (clerks) of IIT (ISM) today learnt about the overview and general function of the institute, conduct rules, do's and don'ts, office procedure, attendance and station leave, procurement of goods & services, stock entry, physical verification of assets, contract management, promotion MACP (Modified Assured Career Progression) scheme & pay fixation, annual increment, Annual Performance Appraisal Report (APAR) and Annual Immovable Property Returns (AIPR) at institute today.

The occasion was inaugural day of three days induction programme for the joiners organized by the institute administration to apprise them about establishment, administration, accounts, procurement, disciplinary matters, academics and student welfare matters.

Speaking during the inaugural function held at the Management Hall of the institute, Prof Sukumar Mishra, Director who presided over the function said, "The induction programme will help you to understand the rules and regulations pertaining different departments and it will also help to gel with other colleagues undergoing training".

He exhorted the trainees to take full advantage of the three day training programme and emerge as efficient and competent workforce for the institute.

Prof Dheeraj Kumar, Deputy Director IIT (ISM), who was also present during the function apprised the Junior Assistants about the facilities available for the employees at the institute and added that soon well-equipped housing facility will also be made available to all employees.

Shri Prabodh Pandey, Registrar, IIT (ISM), who is also the coordinator of the programme while speaking during the inaugural function underlined the significance of training being imparted as part of induction programme and said that this will help the employees to work with greater efficiency and efficacy.

He also appealed to the participants of the induction programme to never hesitate asking question from the seniors during the case of any confusion etc.

Shri Rajan Chaudhary, Deputy Registrar (Establishment), who was also present during the function said that during the three days the newly appointed Junior Assistants will be provided training in all aspects including vigilance matters, maintenance of service books, leave rules, hostel allotment rules, labour welfare etc.



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

Rajni Singh

Dean (Corporate Communications)