



Jadavpur University  
Kolkata: 700032

Ref. No.: REC/N/136/2022  
Date: 03-06-2022

CIRCULAR

It is notified for information of all concerned that a 5-day course on Open Source Software (e-office) conducted by the Impact Centre of Jadavpur University for Non-Teaching office members of the University (vide ref. no. REC/N/067/2022 dated: 09-03-2022) has been started from 18<sup>th</sup> April, 2022.

**The training of the 3<sup>rd</sup> batch (mentioned in the annexure) will start from 15<sup>th</sup> June, 2022 following the below mentioned schedule.**

- Dates: 15.06.2022, 17.06.2022, 20.06.2022, 22.06.2022, 24.06.2022,
- Time: 2:30 p.m. to 5:00 p.m.
- Place: TEQIP Building Computer Centre, 1st Floor Room no. 209 (inaugural session) and after that in the Lab on the 2<sup>nd</sup> floor.

Further it is inform that the other applicants will be accommodated in the subsequent batches to be notified later.

The intending staff members are requested to arrive on time at the venue on each day of training and attend the class seriously. Strict attendance at the beginning and at the end of the classes will be maintained.

On-duty leave for the second half of the respective days of training will be granted to the staff members who will attain the above training programme.

*[Handwritten Signature]*  
02.06.22

Registrar

\*\* For any other information please contact with Mr. Rajsekhar Nag, IMPACT Centre.

Encl: List of the Non-Teaching Staff - Batch-III

**Batch III libre office course**

Batch Sl.no	Sl.No.	Name	Designation	Department/ Section
1	38	Shambhu Nath Naskar	Jr Assistant	Pay section
2	16	Goutam Mandi	Jr. Assistant cum Typist	FISLM
3	19	Rajesh Das	Jr. Assistant cum Typist	Pharmaceutical Technology
4	70	Narendra Nath Naskar	Jr. Assistant cum Typist	Office of the Controller of Examinations
5	9	SUBRATA HALDAR	JR. ASST. CUM TYPIST	PAY SECTION
6	11	SUDIP MURMU	Jr. Asstt. cum Typist	Office of the Dean of Students
7	6	<b>CHANDAN THAKUR</b>	<b>JUNIOR ASSISTANT</b>	<b>CHEMISTRY ORGANIC SECTION</b>
8	8A	Mosaraf Hossain	Junior Assistant	Physical Chemistry
9	46	KRISHNENDU ROY	JUNIOR ASSISTANT	ACCOUNTS CELL - III (LEDGER)
10	55	<b>Ritabrata Roy</b>	<b>Junior Assistant</b>	<b>Personnel Section</b>
11	79	Souvik Das	Junior Assistant	Law Cell
12	2	ARPAN GHOSH	JUNIOR ASSISTANT CUM TYPIST	SCHOOL OF EDUCATION TECHNOLOGY
13	18	Agnijeet Roy	Junior Assistant cum Typist	Personnel
14	21	Swarnadip Bari	Junior Assistant cum Typist	Personnel section
15	36	HIRALAL MAHATO	JUNIOR ASSISTANT- CUM-TYPIST	ADMINISTRATIVE OFFICE
16	17	Subhasis Das	Helper	Mechanical Engineering
17	54	PRABIR MURMU	PEON	ACCOUNTS CELL-2
18	20	Syed Niamat Ali	Sk.Helper	Electrical Maintenance
19	50	ANJAN BANIK	JUNIOR ASSISTANT CUM TYPIST	ACCOUNTS CELL-2
20	125	SANJOY HAZRA	Junior Assistant -cum- Typist	Estate Section
21	86	ABHIJIT BISWAS	SR. ASSTT.	CONTROLLER OF EXAMINATION
22	14	JAJATI RANJAN SAMANTARA	SENIOR ASSISTANT	OFFICE OF PLACEMENT & TRAINING
23	62	MD KAMRUDDIN RAHAMAN	Junior Assistant	Jt. Registrar (SGS)
24	57	Samir Mandi	Technical Assistant (Gr.II)	Electrical Engineering
25	74	Susanta Pal	Senior Assistant	Development Office
26	121	Tirtha Chatterjee	Store keeper	Estate
27	88	ARUNAVA BISWAS	JR ASTT	M.R. SECTION
28	89	Tapas Das	Senior Assistant	Muster Roll Section
29	93	Indraneel biswas	Junior Assistant cum Typist	Ph.D Cell, Faculty Council of Arts
30	102	Arup Majumder	Jr. Mechanic	M. E
31	117	SUPRIYA PAL	Junior Mechanic	Mechanical Engineering Department
32	118	Arunima Pathak	Jr assistant cum typist	Secretary faculty of Arts
33	126	Rabindra Nath Hembram	Technical Assistant Gr.II	Mechanical Engineering ( Blue Earth Workshop )
34	130	Ranabir singh	Technical Asstt.Gr II	Physical Education
35	131	SWATI DASGUPTA	Deputy Chief Store Keeper	Geological Sciences
36	63	Parimal Saha	Senior Assistant	Metallurgical and Material Engineering Department
37	133	BIKASH ROY	SENIOR ASSISTANT	SCHOLARSHIP SECTION
38	138	Amar Sasmal	Junior Mechanic	Metallurgical & Material Engineering Department
39	140	SANJITA DAS	SENIOR ASSISTANT	R.B.CELL
40	145	SUKLAL MURMU	Jr Assistant cum-typist	School of Energy Studies

*2-6-22*