

Administrative Staff Details								
S.N o.	Name	Designation	Qualification	Subject	Date of Joint at CDOE (DOJ)	Total Experience (Years)	Mobile No.	Email
1	Prof. Madhulika Kaushik	Vice Chancellor	Ph.D	Management		50+ Years	6264427693	vc@umu.ac.in
2	Dr. Anil Kumar Mishra	Registrar	Ph.D	Forestry		35+ Years	8210690069	registrar@umu.ac.in
3	Md. Ashraf Husain Ansari	Ombudsperson	LLM	Law		30 Years	8863987861	mdashrafhusainansari786@g
4	Dr P.C Panda	Dy. Registrar	Ph.D	English	7/3/2024	20 years	7978764587	pcpanda@umu.ac.in
5	Mr. Raj Kumar Singh	Assistant Registrar	MBA	Finance &	7/3/2024	15 Years	6202323715	rjsingh723@gmail.com
6	Mr. Sunil Kumar Mahto	Section Officer	M.Com	Account	7/10/2024	6 Years	6204536499	sunilkumarmahto240@gmail.
7	Mr Ravi Kumar	Assistant	BA	Political	7/15/2024	21.7 Years	8210532570	rkumar@umu.ac.in
8	Ms Chandra Bhushan	Assistant	B.Com	Account	7/15/2024	6.7 Years	797985 3643	ckkumar@umu.ac.in
9	Mr Satyendra Kumar	Assistant	B.Com	Account	7/15/2024	5 Years	8271779116	satyendra.verma@umu.ac.in
10	Mr Lavindar Kachhap	Computer Operator	BA	English	7/16/2024	12.6 Years	7070777137	lavindar.kachhap@umu.ac.in
11	Mr Madhusudan Das	Computer Operator	B.Com.	Account	7/16/2024	2 Years	8092580155	sudan21madhu@gmail.com
12	Mr Karamchand Manjhi	Multi-Tasking Staff	BA	History	7/18/2024	3.6 Years	8580264832	karamchand0109@gmail.com
13	Mr Kunesh Karmali	Assistant	B.Com	Account	7/18/2024	2 Years	9142540196	kunesh.karmali@umu.ac.in
14	Mr Ganesh Mahto	Lab Technician (CSE)	BCA	Computer	7/15/2022	3.6 Years	9431584943	ganesh.mahto@umu.ac.in
15	Ms Anima Kumari	Lab Technician (CSE)	MCA	Computer	7/15/2024	2 Years	6203806358	animakmrmt1923@gmail.com
16	Ms Renu Kumari	Lab Technician (CSE)	B.Tech	IT	7/15/2024	2 Years	7368969133	renu.kumari@umu.ac.in
17	Mr Ranjit Mitra	Multi-Tasking Staff	BA	History	7/15/2024	6 Years	91621 52422	ranjit.mitra@umu.ac.in
18	Dr Lokesh Kumar	Dy Director	Ph.D	Electrical	6/6/2024	12 Years	9771940561	lokesh@umu.ac.in
19	Dr Amit Kumar Prasad	Assistant Director	Ph.D	Mathematics	6/6/2024	3 Years	8229814271	amitkarun5@gmail.com

Technical Team for Development of e-Content as Self-Learning e-		
Technical Manager (Production)	1	Dr Rupa
Technical Associate (Audio-Video recording and editing)	1	Mr Amit Kumar
Technical Assistant (Audio-Video editing)	1	Mr Ramesh Munda

(Handwritten Signature)

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103

For Delivery of Online Programmes:			
Technical Manager (LMS and Data Management)	1	Mr Binayak Roy Choudhary	
Technical Assistant (LMS and Data Management)	2	Mr Ajay Kumar	Mr Anil Kumar

For Admission and Examination for Online mode:			
Technical Manager (Admission, Examination and Result)	1	Mr Mithilesh Kumar	
Technical Assistant (Admission, Examination and Result)	2	Mr Manish K	Mr Ashish Kumar Vicky



Registrar
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APPOINTMENT
CUM TRANSFER
ORDER



USHA MARTIN
UNIVERSITY

Prof. S. C. Garg
Pro-Chancellor

Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi Purulia Highway, Angara,
Ranchi - 835103 (Jharkhand)
E-mail : info@ushamartinuniversity.com

4.2.22

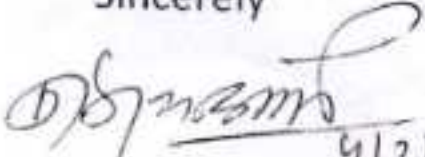
Dear Professor Kaushik

In compliance of the consequences arising due to demitting office of Vice Chancellor of UMU by Professor Ramesh Kumar Pandey on 2.2.22, a meeting chaired by the Chairman of Usha Martin University was held today, i.e. 4.2.22. The meeting was also attended by one of the trustees and the undersigned. I am happy to inform you that the committee unanimously decided to hand over the charge of the office of Vice Chancellor of UMU to you with immediate effect and till such time that steps are taken to hold interviews.

I hope you will help the University Management by suitably responding to the confidence reposed in you. I am sure that the University will grow further under your dynamic leadership.

With best wishes for the responsibility of new office.

Sincerely


(S.C. Garg) 4/2/22

Pro Chancellor,

Usha Martin University, Ranchi

Date 16th June 2022

**Prof. Madhulika Kaushik,
Acting Vice Chancellor,
Usha Martin University Ranchi**

Dear Prof Kaushik,

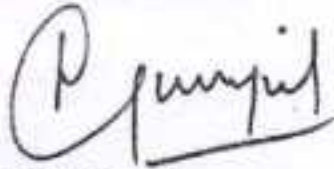
The Management and the Chairman of the Usha Martin University trust are pleased to inform you that subsequent to the approval by the Hon'ble Chancellor, of the recommendation of the selection committee meeting held in May 2022, for the selection of Vice Chancellor, UMU; you have been selected as the Vice Chancellor of Usha Martin University.

I would like to inform that your appointment shall be regulated by the statutes and regulations of the University as applicable from time to time. This appointment will be for a period of three years or your attaining the age of 70 years , whichever is earlier.

I request you to please acknowledge the receipt of the offer and confirm your acceptance as soon as possible by writing to the undersigned and also sending a copy to the Chairman of the Trust

We look forward to a very productive and rewarding relationship that drives our mission of making UMU among the best universities in the country

Best regards



**Hemant Goyal
(Chairman)**

Ref: - UMU/RNC/AP0027/2020-21

Date:- 12/05/2021

To,

Dr. Anil Kumar Mishra
119, Coperative colony,
Bokaro Steel City,
Jharkhand - 827001
E-Mail: - anilkmishra11@gmail.com
Mob. No.: - 7739763872

Dear Dr. A.K.Mishra,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to offer you appointment as Registrar on the following terms and conditions: -

1. Your appointment will be effective from the date of your joining which should be not later than 15th June 2021.
2. You will ordinarily be located at Ranchi, Jharkhand.
3. Your current Cost to University would be Rs 80,000/- (Eighty Thousand only) per month. You will also be provided a chauffeur driven vehicle
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. Your duties and roles and responsibilities, would cover but not restricted to the following:
 - a. You shall be in-charge of general administration of the University and report to the Vice Chancellor/PVC.
 - b. You shall be the custodian of the records and seal of the University and such other property as the Board of Management may commit to your charge.
 - c. You shall report to Vice Chancellor through the Pro Vice Chancellor and perform all duties assigned to you as per the University Act and Statutes.
 - d. You will conduct all official correspondence on behalf of the authorities of the University.

- c. You will issue notices convening meetings, prepare and keep the minutes of meetings of all the Statutory Authorities of the University and the committees and subcommittees appointed by any of these authorities. You will issue to members copies of the agenda and minutes of the meetings of various authorities, once approved by the competent authority.
 - f. You will make available such documents and information as the Visitor/Chancellor, Pro Chancellor or Vice chancellor may desire.
 - g. You will, with the approval of the Vice Chancellor, enter into the agreement(s); sign documents and authenticate records on behalf of the University.
 - h. You will represent the University in suits or proceedings by or against the University, sign power of authority and verify pleadings or depute your representative for the purpose.
 - i. You shall perform such other duties as may be specified in the rules and bye-laws or as may be specified by the Vice Chancellor from time to time
 - j. You will oversee preparation of documents of various statutory bodies such as UGC, NBA, PCI, NIRF, NAAC etc. and guide the faculty members on various issues pertaining to regulations, etc.
 - k. perform all required actions as Member Secretary of all statutory authorities of the University as specified by the UMU Act
6. An outcome based performance Appraisal shall be conducted every year of completed service, Actual date would vary depending upon the period of performance Appraisal Cycle. Your Performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
 7. You will be paid no salary in case you leave the service of the University within one month of your joining on your own accord. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
 8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.

9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. However you need to serve a notice of 1 month or salary thereof if you leave during the probation period. Once confirmed, you will be required to give three month notice or salary in lieu thereof; However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
15. Confidential Information: -
 - a) **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
 - b) **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
 - c) **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after

termination of your employment or cessation of your association with the University without its express written consent.

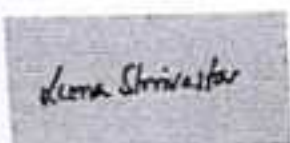
16. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

17. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -

- a) Photocopies of all educational/professional qualification certificates and marks sheets.
- b) Relieving certificate from the previous employer, if in Govt. service.
- c) Four passport size photographs.
- d) Medical fitness certificate from a registered medical practitioner
- e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
- f) Copy of Pan Card
- g) Proof of age.
- h) Bank Details (Copy of front page of Pass book)

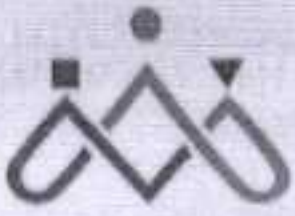
18. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. Leena Shrivastav)

Registrar I/C



**USHA MARTIN
UNIVERSITY**

Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref: - UMU/R/OMBOD/12-23/108

Date: - 22/12/23

To,

Md. Ashraf Husain Ansari,
Retd. District Judge, Hutup, Rukka Road, Irba, Ranchi-835217
Mob. No.-8863987861
E-Mail: - mdashrafhusainansari786@gmail.com

Sub: "Appointment of Ombudsperson(s) as provided in the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023."

Dear Sir,

With reference to our discussion regarding guidelines of UGC for redressal of Grievanceess of students and as directed by the UGC / AICTE, the UMU Management is pleased to nominate you as Ombudsperson(s) for Usha Martin University on the following terms and conditions: -

1. Your appointment will be effective from the date of your acceptance of the position.
2. The University will organise meetings to address reported cases of dissatisfaction with the University's Grievance redressal committee on quarterly basis. The University will be happy to bear all costs for your participation in the meeting and pay you a nominal sitting fee as per the University norms.
3. Term of reference:
 - Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision for redressal of grievances of students under the UGC (Redressal of Grievances of Students) Regulations, 2019.
 - The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as Ombudsperson, be in a conflict of interest with the Institution where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the Institution.
 - The Ombudsperson shall be appointed for a period of three years or until he or she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another term.


Registrar
उषा मार्टिन
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835102/रांची-835102

CITY OFFICE : Room No. 309, 310, Hari Om Tower, 3rd Floor, Lalpur, Ranchi, Jharkhand

Functions of Ombudsperson:

- The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.
- While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s)

4. You will inform the University expeditiously about any change in your contact details recorded in the University.

5. Confidential Information: -

- a) Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
- b) Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
- c) Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please confirm your acceptance by signing the duplicate copy of the letter.



(Dr. Anil Kumar Mishra)

Registrar

Usha Martin university

Registrar

कुल सचिव

Usha Martin University

उषा मार्टिन विश्वविद्यालय

Ranchi-835103/Vidya-835103



**USHA MARTIN
UNIVERSITY**

Campus : At Village - Narayansoso,
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Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/027/24-25

Date: 02/07/2024

To,

Dr. P.C. Panda
Department of English
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Dr. P.C. Panda,

This is to inform you that you are being transferred from **Department of English** to **Centre for Distance and Online Education** as Deputy Registrar w.e.f. 02nd July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per your appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103



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info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/071/24-25

Date: 02/07/2024

To,

Mr. Raj Kumar Singh
Department of Examination
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Raj Kumar Singh,

This is to inform you that you are being transferred from **Department of Examination to Centre for Distance and Online Education** as Assistant Registrar w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.



Registrar
Usha Martin University

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Ranchi - 835103, Jharkhand
info@cushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/072/24-25

Date: 02/07/2024

To,

Mr. Sunil Kumar Mahto
Department of Accounts & Finance
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Sunil Kumar Mahto,

This is to inform you that you are being transferred from **Department of Accounts & Finance** to **Centre for Distance and Online Education** as Section Officer w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

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info@ushamartinuniversity.com &
registrar@amu.ac.in

Ref. No. UMU/OL/073/24-25

Date: 02/07/2024

To,

Mr. Ravi Kumar
Department of Administration
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Ravi Kumar,

This is to inform you that you are being transferred from **Department of Administration** to **Centre for Distance and Online Education** as Assistant w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

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Usha Martin University

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Ref. No. UMU/OL/074/24-25

Date: 02/07/2024

To,

Mr. Chandra Bhushan
Department of Library
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Chandra Bhushan,

This is to inform you that you are being transferred from **Department of Library** to **Centre for Distance and Online Education** as Assistant w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per your appointment letter.

We look forward for your continued support and commitment.

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Usha Martin University

Registrar
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registrar@umu.ac.in

Ref:- UMU/OL/075/24-25

Date:-03/07/2024

To,

Mr Satyendra Kumar Verma
Ranchi, Jharkhand
Contact- 82717 79116
Email- satyendra.verma@umu.ac.in

Dear Mr Satyendra Kumar Verma,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Assistant, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current Cost to University would be band pay of **Rs. 15,000 – 24999 with AGP of Rs 5400/- on a monthly gross salary of Rs 15,000/- Per month.**
3. Your date of joining is **03rd July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for assisting the director in ensuring smooth implementation of ODL/Online programs and maintaining complains with regulatory norms.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.

[Handwritten signature]

10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
 - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
 - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
 - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right



to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
 - Relieving certificate from the previous employer, if in Govt. service.
 - Four passport size photographs.
 - Medical fitness certificate from a registered medical practitioner
 - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
 - Copy of Pan Card
 - Proof of age.
 - Bank Details (Copy of front page of Pass book)
 - Salary drawn statement from last organisation (Salary slip / Bank statement)

20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.


(Dr. Anil Kumar Mishra)
Registrar
Usha Martin University
(E-Mail - registrar@umu.ac.in)

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....
Sathyaendra Kumar Verma



**USHA MARTIN
UNIVERSITY**

Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref:- UMU/OL/076/24-25

Date:-03/07/2024

To,

Mr Lavindar Kachhap
Ranchi, Jharkhand
Contact- 70707 77137
Email- lavindar.kachhap@umu.ac.in

Dear Mr Lavindar Kachhap,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Computer Opearator, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current Cost to University would be band pay of **Rs. 15,000 – 24999 with AGP of Rs 5400/- on a monthly gross salary of Rs 15,000/- Per month.**
3. Your date of joining is **03rd July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for assisting the director in ensuring smooth implementation of ODL/Online programs and maintaining complains with regulatory norms.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.

Shilpa

10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
 - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
 - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
 - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right



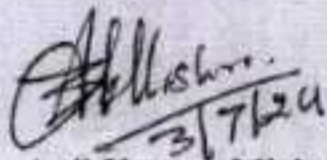
to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -

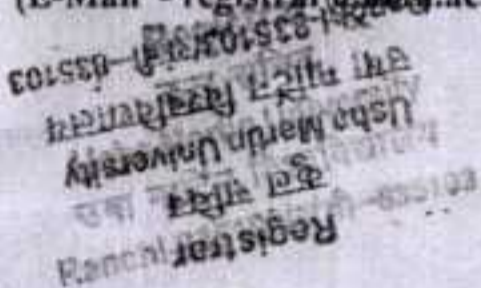
- a) Photocopies of all educational/professional qualification certificates and marks sheets.
- b) Relieving certificate from the previous employer, if in Govt. service.
- c) Four passport size photographs.
- d) Medical fitness certificate from a registered medical practitioner
- e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
- f) Copy of Pan Card
- g) Proof of age.
- h) Bank Details (Copy of front page of Pass book)
- i) Salary drawn statement from last organisation (Salary slip / Bank statement)

20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. Anil Kumar Mishra)
Registrar
Usha Martin University
(E-Mail - registrar@umun.ac.in)



ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....

.....



**USHA MARTIN
UNIVERSITY**

Campus : At Village - Narayansosa,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/077/24-25

Date: 02/07/2024

To,

Mr. Madhusudan Das
Department of Accounts & Finance
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Madhusudan Das,

This is to inform you that you are being transferred from **Department of Accounts & Finance** to **Centre for Distance and Online Education** as Computer Operator w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103



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info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/079/24-25

Date: 02/07/2024

To,

Mr. Karamchand Manjhi
Department of Administration
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Karamchand Manjhi,

This is to inform you that you are being transferred from **Department of Administration to Centre for Distance and Online Education** as Multi-Tasking Staff w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
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Usha Martin University
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info@ushamartinuniversity.com &
registrar@umt.ac.in

Ref. No. UMU/OL/078/24-25

Date: 02/07/2024

To,

Mr. Kunesh Karmali
Department of Pharmacy
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Kunesh karmali,

This is to inform you that you are being transferred from **Department of Pharmacy** to **Centre for Distance and Online Education** as Multi-Tasking Staff w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

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info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/080/24-25

Date: 02/07/2024

To,

Mr. Ganesh Mahto
Faculty of Computing & IT
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Ganesh Mahto,

This is to inform you that you are being transferred from **Faculty of Computing & IT** to **Centre for Distance and Online Education** as Lab Technician w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
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Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रंची-835103



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info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/081/24-25

Date: 02/07/2024

To,

Ms. Anima Kumari
Faculty of Computing & IT
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Ms. Anima Kumari,

This is to inform you that you are being transferred from **Faculty of Computing & IT to Centre for Distance and Online Education** as Lab Technician w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
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info@ushamartinuniversity.com &
registrar@uma.ac.in

Ref. No. UMU/OL/082/24-25

Date: 02/07/2024

To,

Mr. Renu Kumari
Faculty of Computing & IT
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Renu Kumari,

This is to inform you that you are being transferred from **Faculty of Computing & IT to Centre for Distance and Online Education** as Lab Technician w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.


Registrar
Usha Martin University

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info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/083/24-25

Date: 02/07/2024

To,

Mr. Ranjit Mitra
Department of IT
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Ranjit Mitra,

This is to inform you that you are being transferred from **Department of IT** to **Centre for Distance and Online Education** as Lab Technician w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103 / राँची-835103



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Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/093/24-25

Date: 03/06/2024

To,

Mr. Lokesh Kumar
Department of Electrical Engineering
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Lokesh Kumar,

This is to inform you that you are being transferred from **Department of Electrical Engineering** to **Centre for Distance and Online Education** as Deputy Director w.e.f. 03 June 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.


Registrar 3/6/24
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रान्ची-835103



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UNIVERSITY**

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Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/094/24-25

Date: 03/06/2024

To,

Mr. Amit Kumar Prasad
Department of Mathematics
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Amit Kumar Prasad,

This is to inform you that you are being transferred from **Department of Mathematics** to **Centre for Distance and Online Education** as Assistant Director w.e.f. 03 June 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
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info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/084/24-25

Date: 02/07/2024

To,

Dr. Rupa
Faculty of Journalism & Mass Communication
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Dr. Rupa,

This is to inform you that you are being transferred from **Faculty of Journalism & Mass Communication** to **Centre for Distance and Online Education** as Technical Manager (Production) w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per your appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
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उषा मार्टिन विश्वविद्यालय
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info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref:- UMU/OL/085/24-25

Date:-03/07/2024

To,

Mr Amit Kumar
Ranchi, Jharkhand
Contact- 95763 33477
Email- amit.kumar@umu.ac.in

Dear Mr Amit Kumar,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Associate (Audio-Video Recording & Editing), Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current Cost to University would be band pay of **Rs. 15,900 – 39100 with AGP of Rs 6000/- on a monthly gross salary of Rs 35,000/- Per month.**
3. Your date of joining is **03rd July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for assisting the director in ensuring smooth implementation of ODL/Online programs and maintaining complains with regulatory norms.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.

[Handwritten Signature]

10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
 - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
 - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
 - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right



to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -

- a) Photocopies of all educational/professional qualification certificates and marks sheets.
- b) Relieving certificate from the previous employer, if in Govt. service.
- c) Four passport size photographs.
- d) Medical fitness certificate from a registered medical practitioner
- e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
- f) Copy of Pan Card
- g) Proof of age.
- h) Bank Details (Copy of front page of Pass book)
- i) Salary drawn statement from last organisation (Salary slip / Bank statement)

20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.


31/7/24
(Dr. Anil Kumar Mishra)
Registrar
Usha Martin University
(E-Mail - registrar@umu.ac.in)

Registrar
कुल सचिव
Usha Martin University
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info@ushamartinuniversity.com &
registrari@umu.ac.in

Ref. No. UMU/OL/086/24-25

Date: 02/07/2024

To,

Mr. Ramesh Munda
Faculty of Journalism & Mass Communication
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Ramesh Munda,

This is to inform you that you are being transferred from **Faculty of Journalism & Mass Communication** to **Centre for Distance and Online Education** as Technical Assistant (Audio-Video Editing) w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
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Ref. No. UMU/OL/087/24-25

Date: 02/07/2024

To,

Mr. Binayak Roy Choudhary
Faculty of Computing & IT
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Binayak Roy Choudhary,

This is to inform you that you are being transferred from **Faculty of Computing & IT to Centre for Distance and Online Education** as Technical Manager (LMS and Data Management) w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
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Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/088/24-25

Date: 02/07/2024

To,

Mr. Ajay Kumar
Department of IT
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Ajay Kumar,

This is to inform you that you are being transferred from **Department of IT** to **Centre for Distance and Online Education** as Technical Assistant (LMS and Data Management) w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of yourr employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103



Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/089/24-25

Date: 02/07/2024

To,

Mr. Anil Kumar
Faculty of Computing & IT
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Anil Kumar,

This is to inform you that you are being transferred from **Faculty of Computing & IT to Centre for Distance and Online Education** as Technical Assistant (LMS and Data Management) w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रंची-835103



**USHA MARTIN
UNIVERSITY**

Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/090/24-25

Date: 02/07/2024

To,

Mr. Mithilesh Kumar
Faculty of Computing & IT
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Mithilesh Kumar,

This is to inform you that you are being transferred from **Faculty of Computing & IT to Centre for Distance and Online Education** as Technical Manager (LMS and Data Management) w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103



**USHA MARTIN
UNIVERSITY**

Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrars@uma.ac.in

Ref. No. UMU/OL/091/24-25

Date: 02/07/2024

To,

Mr. Manish Kumar
Department of Examination
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Manish Kumar,

This is to inform you that you are being transferred from **Department of Examination to Centre for Distance and Online Education** as Technical Assistant (LMS and Data Management) w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103



**USHA MARTIN
UNIVERSITY**

Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No. UMU/OL/092/24-25

Date: 02/07/2024

To,

Mr. Ashish Kumar Vicky
Department of Admission & Marketing
Usha Martin University, Ranchi

Subject: Transfer Order

Dear Mr. Ashish Kumar Vicky,

This is to inform you that you are being transferred from **Department of Admission & Marketing** to **Centre for Distance and Online Education** as Technical Assistant (Admission, Examination and Result) w.e.f. 02 July 2024. You are hereby directed to discharge your duties dedicated to Centre for Distance and Online Education.

All other terms and conditions of your employment will remain same as per you appointment letter.

We look forward for your continued support and commitment.

Registrar
Usha Martin University

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103

JOINING
REPORT



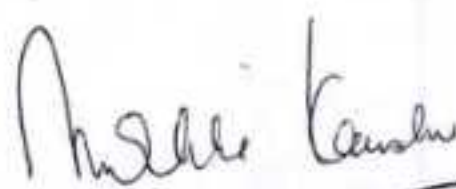
Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

To,

**The Pro Chancellor
Usha Martin University
Ranchi**

Subject – Joining as Acting Vice Chancellor

In response to your letter dated 04/02/2022, I am happy to join as the **Acting Vice
Chancellor** with effect from 04/02/2022.


Your's Sincerely 4.2.22

**Pro-Vice Chancellor
Prof. Madhulika Kaushik**

To,


The Chairman

Usha Martin University

Ranchi

Subject – Joining as Vice Chancellor

In response to your letter dated 16/06/2022, I am happy to join as the **Vice Chancellor** with
effect from 16/06/2022.


Your's Sincerely

Prof. Madhulika Kaushik



To,

**The Vice Chancellor
Usha Martin University
Ranchi**

Date- 10/06/2021

Subject – JOINING REPORT

Sir,

This is to inform you that I Dr. Anil Kumar Mishra have joined on 10/06/2021 for the post of Registrar in Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.


10/4/21

Your's Sincerely

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103



To,

The Registrar
Usha Martin University
Ranchi

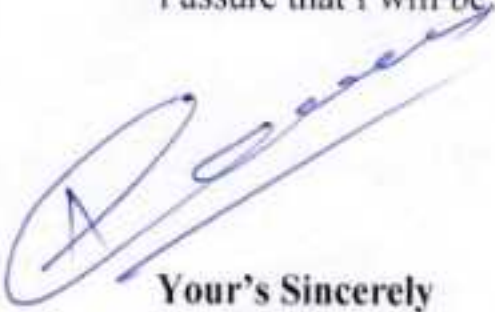
Date- 22/12/23

Subject – JOINING REPORT

Sir,

This is to inform you that I Ashraf Hudaib Anbari have joined on 22/12/23 for the post of ombuds person in the Centre for Distance and Online Education (CDOE) of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.


Your's Sincerely



Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835102/रांची-835102



The Registrar
Usha Martin University
Ranchi

Subject -- JOINING REPORT

Date - 3/07/24

Dear Sir,

This is to inform you that I Dr. P. C. Panda have joined today dated 03/07/24 for the post of Deputy Registrar in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Registrar
कुल सचिव
Usha Martin University
सचिवालय
Ranchi-835102/04-035102



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 03/7/24

Dear Sir,

This is to inform you that I Raj Kumar Singh have joined today dated 03/07/24 for the post of Assistant Registrar in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Registrar
उषा मार्टिन
Usha Martin University
राँची-835103
Ranchi-835103(राँची)-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 10/07/24

Dear Sir,

This is to inform you that I Sunil Kumar Mahto have joined today dated 10/07/24 for the post of Section Officer in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Sunil Kumar Mahto

Amish

Registrar
Usha Martin University
Ranchi-835103/एनई-835103



The Registrar
Usha Martin University
Ranchi

Subject - JOINING REPORT

Date - 15/7/24

Dear Sir,

This is to inform you that I Ravi Kumar have joined today dated 15/7/24 for the post of Assistant in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Ravi Kumar


Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 15/7/24

Dear Sir,

This is to inform you that I Chandra Bhusan have joined today dated 15/7/24 for the post of Assistant in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Chandra Bhusan


Registrar
Usha Martin University
Ranchi-835102/028-835102



The Registrar
Usha Martin University
Ranchi

Subject - JOINING REPORT

Date - 15/1/24

Dear Sir,

This is to inform you that I Satyendra Kr. Verma have joined today dated 15/1/24 for the post of Assistant in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Satyendra Kumar Verma

Shilpa
Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 16/7/24

Dear Sir,

This is to inform you that I Levindra Kachhab have joined today dated 16/7/24 for the post of Computer operator in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/संकी-655103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 16/7/24

Dear Sir,

This is to inform you that I Madhusudan Das have joined today dated 16/7/24 for the post of Computer operator in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely


Registrar
Usha Martin University
ଓଷା ମାର୍ଟିନ ବିଶ୍ୱବିଦ୍ୟାଳୟ
Ranchi-835103/୩୩-835103



The Registrar

Usha Martin University

Ranchi

Subject – JOINING REPORT

Date – 18/7/24

Dear Sir,

This is to inform you that I Karamchand Manjhi have joined today dated 18/7/24 for the post of Multi-Tasking Staff in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Karamchand Manjhi


Registrar
Usha Martin University
Ranchi-835 103/104-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 18/7/24

Dear Sir,

This is to inform you that I Kunesh Karmali have joined today dated 18/7/24 for the post of Multi Tasking Staff in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Kunesh Karmali


कुनेश कार्मली
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835102



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 15.07.24

Dear Sir,

This is to inform you that I Ganesh Mahato have joined today dated 15.07.24 for the post of Lab Technician in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

G. Mahato


Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रंची-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 15.07.24

Dear Sir,

This is to inform you that I Anima Kumari have joined today dated 15.07.24 for the post of Lab Technician in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Anima


Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103(एनपी)-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 15.07.24

Dear Sir,

This is to inform you that I Renu Kumari have joined today dated 15.07.24 for the post of Lab Technician in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

R. Kumari

Shilpa
Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/राँची-835103



The Registrar
Usha Martin University
Ranchi

Subject - JOINING REPORT

Date - 15/07/2024

Dear Sir,

This is to inform you that I Ranjit Mishra have joined today dated 15/07/24 for the post of Lab Technician in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Ranjit Mishra

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103



The Registrar
Usha Martin University
Ranchi

Subject - JOINING REPORT

Date - 06.06.24

Dear Sir,

This is to inform you that I Lokesh Kumar have joined today dated 06.06.24 for the post of Deputy Director in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Lokesh K.

Shilpa
Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103(रांची)-035103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 06.06.24

Dear Sir,

This is to inform you that I Amit Kr. Prasad have joined today dated 06.06.24 for the post of Assistant Director in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Amit Kr. Prasad

Shikha
Registrar
Usha Martin University
Ranchi-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 9/07/24


Dear Sir,

This is to inform you that I Rupa have joined today dated 9/07/24 for the post of Technical Manager (Production) in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Rupa


Registrar
Usha Martin University
Ranchi-835103/राँची-835103



The Registrar
Usha Martin University
Ranchi

Subject - JOINING REPORT

Date - 9/7/24

Dear Sir,

This is to inform you that I Amit Kr. have joined today dated 9/7/24 in
post of Technical Associate in the Center for Distance & Online Education of Usha M
(Audi-video Recording & Editing)
University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Amit Kumar


Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 15/7/24

Dear Sir,

This is to inform you that I Ramesh Murda have joined today dated 15/7/24 for the post of Technical Assistant in the Center for Distance & Online Education of Usha Martin University. (Audio - Video As Editing)

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

R. Murda


Registrar
Usha Martin University
Ranchi. 235102/111-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 08/7/24

Dear Sir,

This is to inform you that I Bingsak Roy Ch. have joined today dated 08/7/24 for the post of Technical Manager in the Center for Distance & Online Education of Usha Martin (LMS and Data Management) University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Bingsak Roy Ch.


Registrar
Usha Martin University
Ranchi-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 13/9/24

Dear Sir,

This is to inform you that I Ajay Kumar have joined today dated 15/2/24 for the post of Technical Assistant in the Center for Distance & Online Education of Usha Martin (LMS and Data Management) University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Ajay K


Registrar
बुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-035103/रांची-835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 15/7/24

Dear Sir,

This is to inform you that I Anil Kumar have joined today dated 15/7/24 for the post of Technical Assistant in the Center for Distance & Online Education of Usha Martin (LMS and Data Management) University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Anil Kumar


Registrar
Usha Martin University
Ranchi-835103



The Registrar
Usha Martin University
Ranchi

Subject - JOINING REPORT

Date - 8/7/24

Dear Sir,

This is to inform you that I Mithilesh Kumar have joined today dated 8/7/24 for the post of Technical Manager in the Center for Distance & Online Education of Usha Martin (LMS and Data Management) University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Mithilesh Kumar


Registrar
Usha Martin University
Ranchi, 835103



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 15/7/24

Dear Sir,

This is to inform you that I Manish Kumar have joined today dated 15/7/24 for the post of Technical Assistant in the Center for Distance & Online Education of Usha Martin (LMS and Data Management) University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely

Manish Kumar


Registrar
Usha Martin University
Ranchi. 0351027777-035102



The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

Date – 15/07/2024

Dear Sir,

This is to inform you that I Ashish Kumar Vicky have joined today dated 15/7/2024 for the post of Technical Assistant in the Center for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely





Registrar
उषा मार्टिन
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835 101/01-835 103