



BABA GHULAM SHAH BADSHAH UNIVERSITY, RAJOURI-(J&K)

Established by Government of Jammu & Kashmir
Recognized by UGC under section 2(f) and 12(B)

ORDER

To facilitate smooth implementation of SAMARTH in the University, it is hereby ordered that the faculty members Officers / Officials identified from different sections of the University shall register themselves for attending Online Trainings / Webinars regarding SAMARTH Modules as per schedule indicated in the enclosed list.


Sd/-
REGISTRAR

No: BGSBU/Estab/2024/1125

Date:31-12-2024

Copy to:

1. Associate Dean, Academic Affairs
2. All Associate Deans Schools of Schools of Studies / Dean of Students
3. Controller of Examinations
4. Controlling Officers
5. Chief Proctor / Provost of Halls / Chief Wardens
6. All Principals
7. All Heads of Teaching Departments / Co-ordinators
8. Chief Pay & Account Officer
9. Vice Chancellor's Secretariat for kind information of Hon'ble Vice Chancellor
10. Coordinator CITES for circulation and uploading on University website. *He shall submit attendance report of the training . Besides, the report of last session is also awaited which may be expedited.*
11. Nodal Officer, SAMARTH- ERP BGSBU
12. All concerned
13. File


Joint Registrar 31.12.24
(Establishment)

List of Officers / Officials for attending SAMARTH modules:

#	Module	Date	Day	Time Slot	Meeting/Registration link	Name of Participant(s)
Admission & Academic Modules						
1	Certificate Management	2 Jan 2025	Thursday	12:00 - 01:00 PM	Click here for the Registration	1.Sh. Mohd Ishaq, Controller of Examinations 2.Mr. Sadiq Iqbal, Head Assistant 3.Mr. Naseer Ahmed, Head Assistant
2	Configurations related to Programme Management in Academic Module	2 Jan 2025	Thursday	03:00 - 04:00 PM	Click here for the Registration	1.Ms. Shabina, Deputy Registrar Academic Affairs 2.Ms. Fareena Kossar, Section Officer
3	Training & Placement	3 Jan 2025	Friday	12:00 - 01:00 PM	Click here for the Registration	1.Dr. Malik Mubasher Hassan, Convener Training &Placement Cell 2.Dr. Sameer Raina 3 .Mr. Zakir Hussain, Section Officer
4	Creation of Student Login & Course Selection from Student & Admin Portal in Academic Module	3 Jan 2025	Friday	03:00 - 04:00 PM	Click here for the Registration	1.Ms. Shabina, Deputy Registrar Academic Affairs 2.Mr. Mohd Shafique Section Officer



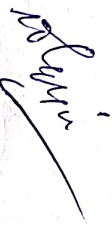
							3.Mr. Sagheer Ahmed Technical Assistant (Cont.)
5	Alumni Management	6 Jan 2025	Monday	12:00 - 01:00 PM	Click here for the Registration		1.Mr. Mohd Ishaq, Controller of Examinations 2.Ms. Nabeela Nazneen Deputy Controller of Examinations 3.Dr. Danish Iqbal Raina, Assistant Professor CHT
6	Creation of Course Structure & Student Course Mapping in Academic Module	6 Jan 2025	Monday	03:00 - 04:00 PM	Click here for the Registration		1.Dr. A.A. Shah Associate, Dean Academic Affairs 2.Ms. Shabina, Deputy Registrar Academic Affairs
7	Configurations related to the Examination Module in the Academic Module	7 Jan 2025	Tuesday	12:00 - 01:00 PM	Click here for the Registration		1.Mr. Mohd Ishaq, Controller of Examinations 2.Ms. Shabina, Deputy Registrar Academic Affairs 3.Ms. Nabeela Nazneen Deputy Controller of Examinations
8	Student Feedback Management	7 Jan 2025	Tuesday	03:00 - 04:00 PM	Click here for the Registration		1.Dr. A.A. Shah Associate, Dean Academic Affairs 2. Ms. Neetu Jammwal, Resident Warden

Neetu Jammwal

						3. Mr Mohd. Iqbal, Senior Assistant, Diploma Examinations
9	Configuration of Evaluation & Grading Module in Academic Module	8 Jan 2025	Wednesday	11:00 - 12:00 PM	Click here for the Registration	1. Dr. A.A. Shah Associate, Dean Academic Affairs 2. Mr. Mohd. Shafique, Section Officer, Academics Section 3. Mr. Sagheer Ahmed, Technical Assistant (Cont.)
10	Hostel Management	8 Jan 2025	Wednesday	03:00 - 04:00 PM	Click here for the Registration	1. Dr Shams Kamal Anjum, Provost 2. Dr. TITI Xavier, Warden Nursing Hostel 3. Mr. Asif Rashid, Head Assistant, Provost Office 4. Ms. Nazia Mirza, Head Assistant, Girls Hostel
11	Convocation	9 Jan 2025	Thursday	12:00 - 01:00 PM	Click here for the Registration	1. Sh. Mohd. Ishaq, Controller of Examinations 2. Ms. Nabila Nazneen, Deputy Controller of Examinations 3. Ms. Rabiya Shamas, LT. Examination Sections



12	Process of Generating Results & Student Grade Card on Samarth Portal in Academic Module	9 Jan 2025	Thursday	03:00 - 04:00 PM	Click here for the Registration	1.Sh. Mohd Ishaq, Controller of Examinations 2. Mr.Sadiq Iqbal, Head Assistant 3. Mr. Mohd Shafeeq, Head Assistant 4. Mr. Suresh Kumar Sharma, Head Assistant 5. Ms. Somera Anjum, Junior Assistant
13	Managed LMS/VLE and Online Proctored Examination	10 Jan 2025	Friday	03:00 - 04:00 PM	Click here for the Registration	1. Mr. Suresh Kumar Sharma, Head Assistant 2. Ms. Somera Anjum, Junior Assistant 3. Ms. Tabassum, Junior Assistant
Finance and Accounts Modules						
14	Financial Supply chain management and Bill Tracking	13 Jan 2025	Monday	12:00 - 1:00 PM	Click here for the Registration	1. Mr. Shahbaz Ahmed, Senior Accountant 2. Mr. Ashwani Kumar, Senior Accountant 3. Mr. Tariq Mehmood,
15	Research Project and Grants Management	14 Jan 2025	Tuesday	12:00 - 1:00 PM	Click here for the Registration	1. Mr. Shahbaz Ahmed, Senior Accountant



							2. Mr. Ashwani Kumar, Senior Accountant 3. Mr. Tariq Mehmood, Head Assistant
16 Inventory Management		15 Jan 2025	Wednesday	03:00 - 04:00 PM	Click here for the Registration		1. Mr. Mohd Qasim, Joint Registrar, Estates 2. Dr. Iftkhar Hussain Shah, Section Officer 3. Mr Brij Mohan Salgotra, Head Assistant 4. Mr. Abdul Star, I/c Transport 5. Mr. Bhopinder Singh, Junior Assistant
Employee Modules							
17 Leave Management		10 Jan 2025	Friday	11:00 - 12:00 PM	Click here for the Registration		1. Ms. Shaista Kosar, Head Assistant Establishment 2. Mr. Aftab Ahmed Mir, Head Assistant. Establishment 3. Mr. Shazad Ahmed, L.T. Establishment
18 TOT Management		16 Jan 2025	Thursday	11:00 - 12:00 PM	Click here for the Registration		-----

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19	Recruitment Management	16 Jan 2025	Thursday	03:00 - 04:00 PM	Click here for the Registration	<ol style="list-style-type: none"> 1. Ms. Shaista Kosar, Head Assistant Establishment 2. Mr. Aftab Ahmed Mir, Head Assistant. Establishment 4. Tanveer Ahmed Head Assistant, Establishment 3. Mr. Mintay Sharma, Senior Assistant
20	Payroll Management	17 Jan 2025	Friday	03:00 - 04:00 PM	Click here for the Registration	<ol style="list-style-type: none"> 1. Mr. Shahbaz Ahmed, Senior Accountant 2. Mr. Ashwani Kumar, Senior Accountant 3. Mr. Tariq Mehmood, Head Assistant
21	Career Advancement Scheme	20 Jan 2025	Monday	03:00 - 04:00 PM	Click here for the Registration	<ol style="list-style-type: none"> 1. Ms. Shaista Kosar, Head Assistant Establishment 2. Mr. Aftab Ahmed Mir, Head Assistant. Establishment 3. Mr. Mintay Sharma, Senior Assistant
22	Employee Management (Knowledge)	21 Jan 2025	Tuesday	03:00 - 04:00 PM	Click here for the Registration	<ol style="list-style-type: none"> 1. Ms. Shaista Kosar, Head Assistant, Establishment



							2. Mr. Aftab Ahmed Mir, Head Assistant. Establishment 3. Mr. Mintay Sharma, Senior Assistant 4. Mr. Ali Murtaza, Junior Assistant, Establishment
23	Leave Management	24 Jan 2025	Friday	11:00 - 12:00 PM	Click here for the Registration		1. Ms. Shaista Kosar, Head Assistant Establishment 2. Mr. Aftab Ahmed Mir, Head Assistant. Establishment 3. Mr. Mintay Sharma, Senior Assistant 4. Mr. Ali Murtaza, Junior Assistant, Establishment
Governance Modules							
24	Health Facilities	20 Jan 2025	Monday	11:00 - 12:00 PM	Click here for the Registration		1. Dr. Haider Mehraj, Officer Incharge University Health Centre 2. Mr. Talat Mehmood, Laboratory Assistant
	Fleet Management						-----
25	Residential (Accommodation) Management	Allocation & 21 Jan 2025	Tuesday	11:00 - 12:00 PM	Click here for the Registration		1. Mr. Mohd Qasim, Joint Registrar, Estates



					<p>2. Dr. Iftekhar Hussain Shah, Section Officer</p> <p>3. Mr. Brij Mohan Salgotra, Head Assistant</p> <p>4. Mr. Abdul Star, I/c Transport</p> <p>5. Mr. Bhopinder Singh, Junior Assistant</p>
<p>Estate Management</p>					<p>1. Mr. Mohd Qasim, Joint Registrar, Estates</p> <p>2. Dr. Iftekhar Hussain Shah, Section Officer</p> <p>3. Mr. Brij Mohan Salgotra, Head Assistant</p> <p>4. Mr. Abdul Star, I/c Transport</p> <p>5. Mr. Bhopinder Singh, Junior Assistant</p>
<p>26 Core Messaging System</p>	22 Jan 2025	Wednesday	11:00 - 12:00 PM	<p>Click here for the Registration</p>	<p>-----</p> <p>-----</p> <p>-----</p>
<p>Minutes and Resolutions Archive and Retrieval System</p>					<p>-----</p>
<p>Service Desk</p>					<p>-----</p>



Content Federation System							
27	RTI Management	23 Jan 2025	Thursday	11:00 - 12:00 PM	Click here for the Registration		1. Ms. Shabina, PIO (Academics & Examinations)
	Grievance Management						2. Mohd. Qasim, PIO (General issues)
	Endowment Portal						3. Ms. Fareena Kossar, APIO
							4. Dr. Iftkhar Hussain Shah, APIO
28	File Management & Tracking System	24 Jan 2025	Friday	03:00 - 04:00 PM	Click here for the Registration		1. Mr. Aftab Ahmed Mir, Head Assistant, Establishment
	Sports Facilities						2. Mr. Tanveer Ahmed, Head Assistant, Establishment
	Essential Services						3. Aman Famyial, Junior Assistant
							4. Dr. Haider Mehraj, Officer Incharge, University Health Centre
							2. Er. Ahjaz Hussain, I/Assistant Engineer, Civil

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						3. Mr. Mohinder Salgotra, J.E. Electrical
29	Security Management System					1. Dr. Pervez Alam, Chief Proctor
	Legal Case Management	27 Jan 2025	Monday	11:00 - 12:00 PM	Click here for the Registration	1. Mr. Mohd Qasim, Joint Registrar, Establishment 2. Mr. Mintay Sharma, Senior Assistant, Establishment

Mohd Qasim