



# PACHHUNGA UNIVERSITY COLLEGE

(A Constituent College of Mizoram University)

NAAC Accredited A+ & 2024 NIRF Ranking 35<sup>th</sup>

Aizawl – 796001, Mizoram, India

[www.pucollege.edu.in](http://www.pucollege.edu.in)

■ - (0389)2322257

Fax – (0389) 2312312

Email: [principal@pucollege.edu.in](mailto:principal@pucollege.edu.in)

**No.PUC /Principal/PB-Notices/2024/**

**Dated Aizawl the 17<sup>th</sup> January, 2025**

## NOTIFICATION

In pursuance of MZU office order no. 3/10-7/2018-Estt. (NT)/Vol-II/95 dt.16.1.2025, **OATH Taking** and **Training of newly appointed Non-Teaching Staff** of Mizoram and Pachhunga University College will be held from **20<sup>th</sup> – 24<sup>th</sup> January, 2025** at the **Administrative Conference Hall, Mizoram University** from 10:00 am onward as programme attached.

All the Non-Teaching Staff who were recruited in **2021** should also attend the **OATH Taking programme**.

  
Principal

Copy to:-

- 1) Concerned HOD/Controlling Officers for information and with a request to relieved their staff for the above mentioned training programme.
- 2) All persons concerned for information and compliance.
- 3) File.

  
Principal

**OATH TAKING AND NEW RECRUIT TRAINING**

Venue: Administrative Conference Hall

20th - 24th January, 2025

<b>Date</b>		<b>Topic</b>	<b>Resource Person</b>
20.01.2025 ( Monday)	1st Period	Oath Taking and Speech : Chairman : Dr. R. Zonuntluanga Solemnization of Oath Taking and Speech: Prof Lalnundanga, Registrar	
	2nd Period	Entitlement of Government Servant	Smt. Lalfakkimi, AR(GAD)
21.01.2025 (Tuesday)	1st Period	Drafting/Noting, File docketting etc.	Smt. Lalthanseii Fanai(SO- Acad)
	2nd Period	Administrative Vigilance	Shri Lalchhuanawma HrahseI, IAO
22.01.2025 (Wednesday)	1st Period	Fund Management, Procedure followed in MZU	Shri Malsawmtluanga AR(Finance)
	2nd Period	Medical and Leave Rules	Shri Lalhriatpuia, AR(Acad)
23.01.2025 (Thursday)	1st Period	Examination Matters - PG, UG, Professional and NEP : Overview	Shri M. Sandeep Kumar, AR(Exam-Pro)
	2nd Period	Office Discipline	Smt. Lalfakkimi, AR(GAD)
24.01.2025 (Friday)	1st Period	Service Matters	Dr. Lalzuiliana Thomte, AR(Estt-NT)
	2nd Period	Valediction	Dr. R. Zonuntluanga, JR(Estt)

**1st Period : 10:00 AM - 11:45AM****Tea Break : 11:45 AM - 12:00 Noon****2nd Period : 12:00 Noon - 02:00PM**