Ref. No: CUJ/ITP/2022/111/.891.   Date: 30 November, 2022

NOTICE

The members of Technical Cell Office (TCO) are being assigned the responsibilities to extend the technical support in both campuses of the University as per the following tables. All the concerned are requested to contact the TCO representative(s) for the required technical support.

Major Activities of the Technical Cell Office (TCO)	Technical Cell Representative(s)
1. Website Content Updation/ modification 2. Schedule of meeting on Google Meet (with recording facility) 3. Support in Live streaming/ Online events at Brambe campus 4. Internet related services at Brambe campus (issues/ expansion/ troubleshooting/ filing complaint to service provider) 5. Implementation of online attendance system	Er. Anupam Kumar, System Analyst systemanalyst@cuj.ac.in Mobile: 7903642289
6. Schedule of meeting on Zoom 7. Internet related services at Manatu campus (issues/ expansion/ troubleshooting/ filing complaint to service provider)	Sri Shekhar Kumar Lal, Senior Technical Assistant shekhar.lal@cuj.ac.in Mobile: 9835718654
8. Hardware/ Software related issue at Brambe	Sri Anupam Kumar, System Analyst Sri Santosh Kumar Ravi, Lab. Assistant systemanalyst@cuj.ac.in; santosh.ravi@cuj.ac.in
9. Support in Live streaming/ Online events at Manatu campus 10. Meeting in VC conference Room/ Poly Conference Room 11. *Follow up visit (at least once in week) in Manatu campus for troubleshooting 12. Support in Website Content Updation/ modification	Sri Rituraj Pandey, Senior Technical Assistant rituraj.pandey@cuj.ac.in Mobile: 9880771946
13. *Follow up visit (at least once in week) in Brambe campus for troubleshooting	Sri Santosh Kumar Ravi, Lab. Assistant, santosh.ravi@cuj.ac.in , Mobile: 7255919624
14. Hardware/ Software related issue at Cheri-Manatu	Sri Rituraj Pandey, Senior Technical Assistant Sri Deepak Patel, Lab. Attendant (9968466397) rituraj.pandey@cuj.ac.in; deepak.patel@cuj.ac.in

*A report duly signed by the user needs to be submitted by STA and Lab. Assistant to the Technical Cell Office (TCO).

For the implementation issues of Samarth Module(s)	Technical Cell Representative(s)
1. Health Management module / Leave Management 2. Research Project Management / Training and Placement	Er. Anupam Kumar, System Analyst systemanalyst@cuj.ac.in
3. Samarth related support in general 4. Student life cycle/ Employee management 5. CAS, APAR, PBAS/ File Management & Tracking System	Sri Shekhar Kumar Lal, Senior Technical Assistant shekhar.lal@cuj.ac.in
6. Finance module/ Payroll Management 7. Evaluation and Grading Module 8. Programme Management System	Sri Rituraj Pandey, Senior Technical Assistant, rituraj.pandey@cuj.ac.in
9. Estate Module on Samarth 10. Hostel Management 11. Inventory Management System	Sri Santosh Kumar Ravi, Lab. Assistant santosh.ravi@cuj.ac.in

For uploading of various details on the University website including project job vacancies, circulation of webinar/ seminar/ conference/ events *etc.*, the approval note need to be shared with TCO. All the emails required for the above TCO activities and Samarth modules support will be cc'd to technical.incharge@cuj.ac.in as required for monitoring and evaluation.

Also, a WhatsApp Group of TCO members with all HoDs/ Section Heads are being formed for both campuses to address the technical issues and required technical support.

Sd/-
Technical Cell (I/C)

Copy to:
1. PS to Vice Chancellor / Registrar / Finance Officer
2. All Deans of the Schools/ Director, IQAC, Dean-Academic Affairs, Dean R & D, Dean Student's Welfare
3. Controller of Examinations & Librarian/ OSD / Consultant (Academic Administration)
4. All Heads / Coordinators of the Departments/ Chairperson, Proctorial Board/ Chairperson, Student Support Cell
5. Deputy Registrar – I & II/ Estate Officer/ I/c of all Sections / Cells/ I/c Health Centre / Executive Engineer / Store & Purchase
6. System Analyst for uploading on the University Website
7. Concerned file / Guard File

Technical Cell (I/c)