



RAMANUJAN COLLEGE

(Accredited Grade 'A' By NAAC)
UNIVERSITY OF DELHI

TEN DAYS WORKSHOP ON
'From e-Learning to e-Training:
A Comprehensive Guide for all your Administrative
Work'

25th May – 3rd June 2020

CALL FOR REGISTRATION AND PARTICIPATION



CONCEPT NOTE

The non-teaching staff is one of the pillars of strength in any academic institution. They work in tandem with the academicians and administrators to ensure that their institution achieves excellence and supremacy in every domain of education. For their undying support and loyalty, it is the responsibility of every academic institution to conduct workshops/seminars that can boost the morale and confidence of their employees.

E-learning is a formalized way of teaching-learning but with the use of electronic resources. With the onset and advancement of technology, the concept of e-learning is fast gaining pace and momentum thus making it widely accepted by people from all walks of life. Owing to the COVID-19 pandemic which has resulted in the temporary closure of educational institutions across the globe, e-learning is one arena which has remained unaffected and instead has witnessed an exponential increase in it. More so, with the Ministry of Human Resource Development (MHRD), Government of India, launching an initiative like 'Digital India' and the recently launched 'Bharat Padhe Online' campaign to sensitize and digitize India about the need for online education, it is the need of the hour for all educational institutions to facilitate dissemination of knowledge through e-resources.

Ramanujan College, in the year 2019, conducted the first one of its kind of a Three Days workshop for the Non-Teaching Staff to instill and impart morals, values and ethics to develop a positive attitude and mindset for holistic growth and development. This workshop was very much liked and appreciated by one and all which has prompted us to conduct an e-workshop for the non-teaching fraternity. Being in a state of complete isolation has taken a toll not only on our mental and physical wellbeing but has also resulted in monotony and boredom. There is a vast difference between e-learning and e-training, where the former imparts knowledge, the latter inculcates practical and hands-on experience to the learners. This workshop aspires to bridge the gap leading to a wholesome and well-rounded person. Unlike the previous one, the most striking feature of this workshop is its virtual engagement with all participants/learners.

The period of lockdown has made one thing noticeably clear to all of us: Work cannot stop. Thus, giving rise to the concept of **Work from Home (WFH)**. WFH, to be explained in a nutshell, means the practice of working from your place of comfort and meeting job related deadlines and deliverables as should be the case when you are physically present in the office. This was very much prevalent in the private sector but not much actively used in the public sector. The pandemic has made us realize that work can be performed from anywhere thus erasing all geographical boundaries and regions.

This leads to the following question of:

Why you should join this workshop?

- ❖ **Flexible Schedule:** You can take breaks at any moment while going through the course material to complete other chores sitting in the backdrop of your cozy environment
- ❖ **Good Work-Life Balance:** You can strike a balance between your professional life and personal life by tending to the needs of the family as well as work i.e. attending this workshop
- ❖ **Zero and hassle-free Commuting:** Instead of going through the chaos on

roads every time to attend an event, attending an online event like this workshop prevents you from the hassles of travelling

As you would very well know, such workshops for the non-teaching staff are a rarity. Also, the topics that this workshop will cover will surely ease our way of working in the offices. The knowledge that will be imparted through this workshop will stay with you forever and in case of a lockdown or not, you will be able to apply it conveniently from anywhere at any time.

And as they all say that the virus is here to stay with us for long so who knows when this lockdown will get lifted or get extended again. So, this is the best time to grab such an opportunity and make the most out of it.

CODE OF ETHICS FOR THE NON-TEACHING STAFF

- ❖ *By being loyal and faithful to the College in completing all the duties that have been assigned*
- ❖ *By strictly adhering to the rules, regulations, policies of the College*
- ❖ *By treating students, staff and colleagues with dignity and respect*
- ❖ *By building strong and healthy relations to ensure that the operational functioning of the college does not get hampered*
- ❖ *By ensuring that every task performed must meet the required standards and quality of work should not be compromised*
- ❖ *By not indulging in unfair or unethical means which could earn a disrepute for the College*

OBJECTIVES OF THE WORKSHOP

- ❖ *Hands on Training on the following software tools:*
 - *Advanced features of Microsoft Word, Microsoft Excel and Microsoft Power Point*
 - *Google Docs*
 - *Google Forms*
 - *Google Sites*
 - *Digital Signatures*
 - *Mail Merge in Gmail*
 - *Preparing minutes through audio tools*
 - *Task Management*
- ❖ *Revised NAAC Assessment and Accreditation: Preparing documentation for NAAC*

EXPECTED LEARNING OUTCOMES

- ❖ *To systematically keep track of the past records*
- ❖ *To extract the useful information from vast collection of data*
- ❖ *To equip yourself to prepare NAAC documentation with ease*
- ❖ *To utilize these tools in the administrative work to the best of your knowledge which facilitates understanding the complex nature of your work*

PRE-REQUISITES FOR THE WORKSHOP

- ❖ *Anyone with basic knowledge of ICT and usage of internet can be a part of this workshop*

ABOUT RAMANUJAN COLLEGE

Ramanujan College is University of Delhi College located in the well-known area of Kalkaji, near Nehru Place in South Delhi. Ramanujan College has highly qualified, dedicated and committed faculty members. The college runs fifteen courses in different subjects in Humanities, Commerce and Science streams. It is also the study centre for the students of the School of Open Learning, University of Delhi, the Non-Collegiate Women's Education Board, University of Delhi and the Indira Gandhi National Open University. Ramanujan College has also been selected by the MHRD as a National Resource Centre. The College also runs several professional courses. The teachers of Ramanujan College are highly motivated and have original, published academic and creative work, including journal and other print media articles and educational film making to their credit. Ramanujan College is a premier institution of the University of Delhi and has been accredited grade "A" by the National Assessment and Accreditation Council (NAAC). The college has also been ranked 26th in the National Institute Ranking Framework (NIRF 2018). We at Ramanujan College emphasize on the holistic development of personality, meaningful exposure to real world, and inculcating practical skills amongst our students apart from ensuring academic excellence.

REGISTRATION DETAILS

ELIGIBILITY AND OTHER RULES

- ❖ Any non-teaching staff (regular/adhoc/temporary) affiliated to a college/university is eligible to apply for the workshop.
- ❖ All the participants are requested to register on the link: <https://forms.gle/hDRnDnxojb7bM7WU9> on or before 23rd May, 2020
- ❖ It is MANDATORY for all the non-teaching staff of Ramanujan College to attend the workshop.
- ❖ Registration for all the participants (including the non-teaching staff of Ramanujan College) is compulsory.
- ❖ Registration fee of Rs. 500 for all the participants (excluding the staff of Ramanujan College) need to be made online (payment details are provided below)
- ❖ Registered participants will be sent a mail with the instructions for joining the online course
- ❖ After each session, participants will have to fill up the online feedback form
- ❖ An assignment will be given after each session which has to be submitted by all the participants
- ❖ An online test to assess the knowledge of the participants regarding the topics covered will be conducted on the last day of the workshop
- ❖ Based on the number of assignments submitted and result of the online test, an e-certificate will be issued to the participants

PAYMENT DETAILS

Account Name: Principal, Ramanujan College
Account Number: 0156000100585618
Bank & Branch: Punjab National Bank, Kalkaji
IFSC: PUNB0015600
MICR Code: 110024052

FOR MORE INFORMATION CONTACT

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