

## **e-Learning to e-Training: A Comprehensive Guide for all your Administrative Work'**

### **Announcement and Registration Call for Online Workshop for both Teaching and Non - Teaching Staff from 25th May - 3rd June 2020**

Ramanujan College is pleased to announce yet another engaging and enthralling online workshop entitled 'From e-Learning to e-Training: A Comprehensive Guide for all your Administrative Work' from **25th May - 3rd June**.

This workshop, being organized under the most coveted **PMMMNTT scheme of MHRD**, invites participation from both **TEACHING AND NON-TEACHING STAFF**. Last date for registration is **on or before 23rd May 2020**.

The workshop is targeted at those faculty members who are primarily also involved in other administrative duties apart from Teaching. The workshop aims to disseminate knowledge and understanding of the tools which can make your work easy.

It will be purely a **Hands-on Training** on topics like:

1. Revised NAAC Assessment and Accreditation: Preparing documentation for NAAC
2. Advanced features of Word Processing and Spreadsheets
3. Digital Signatures
4. Preparing minutes through audio tools
5. Mail Merge and many other software tools

PS: **e-certificates** will be issued to participants who successfully complete all the prerequisites of the workshop.

For more details, please refer to the brochure on our website: <https://ramanujancollege.ac.in/>

In case of any query, please mail us back at [ntsdev@ramanujan.du.ac.in](mailto:ntsdev@ramanujan.du.ac.in)

Regards,  
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