



**TEACHING LEARNING CENTRE
RAMANUJAN COLLEGE**
(UNIVERSITY OF DELHI)
(ACCREDITED GRADE 'A' BY NAAC)

In collaboration with

JANKI DEVI MEMORIAL COLLEGE
(UNIVERSITY OF DELHI)
(ACCREDITED GRADE 'B++' BY NAAC)

Under the aegis of

**PANDIT MADAN MOHAN MALVIYA NATIONAL
MISSION ON TEACHERS AND TEACHING (PMMMMNTT)**
MINISTRY OF EDUCATION

**ONE WEEK ONLINE SELF-PACED
CAPACITY BUILDING WORKSHOP**
on

ENHANCING ADMINISTRATIVE
EFFICIENCY IN HEIs

For Faculty and Non-Teaching Staff

16-22 November 2021

CALL FOR REGISTRATION AND PARTICIPATION

RAMANUJAN COLLEGE



Ramanujan College is a constituent College of the University of Delhi (DU). It is inspired by the life and work of Srinivasa Aiyangar Ramanujan, one of the world's greatest mathematicians. The College has been accredited Grade "A" by the National Assessment and Accreditation Council (NAAC) in its First Cycle. It is located in the well-known area of Kalkaji, near Nehru Place, in South Delhi.

The College was established in 1958 as an evening college for boys with just five programmes. Since 2010, Ramanujan College has been expanding and now with the latest addition of B.Sc. Environmental Sciences (Hons) in 2020, it at present offers sixteen undergraduate programmes in different disciplines. This achievement, in alignment with the recommendations of the National Education Policy (NEP) 2020, makes the College a centre for interdisciplinary studies and research with a future focus on blended learning. It has gradually grown into a self-sufficient and self-reliant institution owing to its academic vigour and intellectual capital.

Ramanujan College was awarded the Deen Dayal Upadhyay – Knowledge Acquisition and Upgradation of Skilled Human Abilities and Livelihood (DDU KAUSHAL) Kendra in 2016 by the UGC, under which two vocational courses were started in Banking Operations and Software Development.

The College has conducted a Course on Human Rights, Environment and Ethics through its National Resource Centre (NRC), under the Annual Refresher Programme in Teaching (ARPIT) scheme of Ministry of Education (MoE). This Course was uploaded on MoE's Massive Open Online Course (MOOC) platform SWAYAM and many participants registered for it.

Ramanujan College offers various short-term diploma, certificate, and executive development programmes on contemporary and skill-oriented themes. These are conceived and designed by faculty members in consultation with external experts. The courses get exceptional response from the students and are conducted throughout the academic session. They are open to alumni and students of all the colleges. Some of these courses support the curriculum, some prepare the students for higher studies and also accelerate the professional growth.

The College is the Study Centre of School of Open Learning (SOL), Non-Collegiate Women Education Board (NCWEB) and Indira Gandhi National Open University (IGNOU) for various courses. As an initiative towards students and teachers exchange programmes, the College has entered into Memorandum of Understanding(s) with foreign universities. It is also working for collaboration with other higher education institutions located in remote areas of the country, under the Vidya Vistar Scheme of the University of Delhi.

The prestigious Teaching Learning Centre was awarded to Ramanujan College in 2017 by the Ministry of Education, under the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT) scheme.

In pursuit of its vision: "Discover, Empower, Transform: Building A Better World", Ramanujan College is today perceived as one of the best colleges in the country.

TEACHING LEARNING CENTRE, RAMANUJAN COLLEGE

Teaching Learning Centre (TLC) is mandated by the Ministry of Education (MoE) to organise Faculty Development Programmes (FDPs), Faculty Orientation and Induction Programmes (FIPs), discipline specific and interdisciplinary Refresher Courses, conferences, workshops, through offline and online modes. These programmes are based on in- depth subject knowledge, quantitative and qualitative research methodologies, and on an interdisciplinary approach as is envisaged in the National Education Policy (NEP), 2020.

The TLC, Ramanujan College has been set up with the aim of "Reaching the Unreached" teachers in terms of regional diversity and geographically remote areas of the country. It has successfully conducted more than hundred learner-centric programmes since October 2017 and trained over one lakh teachers across the country in various discipline specific and interdisciplinary programmes.

In the TLC Programmes distinguished and internationally acclaimed resource persons deliver lectures and conduct sessions on wide ranging disciplines/topics of relevance in the contemporary and ever evolving global scenario to benefit the teaching fraternity, corporates and researchers. The sessions are also uploaded for larger audiences on the official YouTube Channel of the College.

Ramanujan College is a pioneer in offering offline/online courses for faculty members of higher education institutions and research scholars through the customised Learning Management System (LMS), designed by the College's Research Development and Services Cell. It is predominantly participant-friendly and incorporates evaluation methods and comprehensive feedback systems to judge learning outcomes. The LMS is hosted on CLOUD with high scalability and reliability. The College has installed its own Cloud Infrastructure to host its servers for research and data analysis.

Enrichment Spectrum at the TLC, Ramanujan College

- Transforming teachers into knowledge-creators
- Emphasis on creating self-learning space for participants
- Interaction with eminent scholars and academicians
- Four Quadrant Approach (e-tutorial, e-content, Self-Assessment and Web Resources).
- Regular follow-up with the participants through Google Classroom/ Telegram/ Discussion Forum.
- Adaptation skills for the dynamic contemporary environment
- Augmentation of professional capabilities and research-based knowledge
- Inter and cross-disciplinary methodologies of study
- Co-creation and mutual contribution between participants and facilitators
- Formation of knowledge capital
- Online certificates using the Blockchain Technology to ensure authenticity and verifiability

JANKI DEVI MEMORIAL COLLEGE



Janki Devi Memorial College, a premier women's college of University of Delhi was founded in 1959 by the famous Gandhian Shri Brij Krishan Chandiwala in memory of his mother Smt. Janki Devi. JDMC aims to provide quality education to young women and empower them to become economically self-reliant, have the confidence to face the vicissitudes of a challenging society, contribute meaningfully to the society at large and acquire the capability to think, lead and change the world.

Situated in New Delhi Ridge in idyllic surroundings with its lush green lawns and imposing building, the college offers twelve under-graduate courses in Liberal Arts, Social Sciences, Mathematics and Commerce and eight post-graduate courses. JDMC is the Centre for Non-Collegiate Women's Education Board (NCWEB) as well as School of Open Learning (SOL), University of Delhi. The college runs several Add-on courses/ Certificate courses for students to enhance their skills. JDMC has MOUs with national and international agencies to provide the much-needed real-world exposure to its students. In order to give sufficient platforms to students to excel in various domains, the college has over thirty societies/ Clubs/ Cells and six Centres- Research Centre, Resource Centre, Centre for Universal Values and Ethics, Centre for Career Opportunities and Skill Enhancement, Centre for Extension and Outreach and Centre for Gender Equity Studies. The college has an extremely dedicated, committed and motivated faculty and staff. JDMC has a distinct and well-recognised tradition of mentoring to enable a close-knit relationship with its students.

Apart from providing its students, faculty and non-teaching staff with a motivational and pleasant environment, the college offers state-of-the-art facilities and infrastructure to create a holistic atmosphere for the pursuit of academic and extra-curricular. JDMC has recently completed its 60-year journey in pursuit of excellence. The college has provided a nurturing environment to students from all parts of India. It has the distinction of having a disabled-friendly infrastructure along with a strong assistance system in place for the students and faculty with visual disability.

The JDMC-IQAC works in its mandated direction of internalizing and institutionalizing the quality enhancement initiatives. These initiatives encompass various stakeholders, namely students, teaching and non-teaching staff with the aim to enhance their capabilities and empower them; and the Alumni and the students' parents in order to strengthen the mutually beneficial relationships.

ABOUT THE CAPACITY BUILDING WORKSHOP

The administrative efficiency of a Higher Education Institution (HEI) depends crucially on the administrative abilities of its staff. An institution can function seamlessly only if its' staff is well-versed in terms of administrative knowledge, understanding and skills. The faculty as well as the non-teaching staff are two important pillars of an institution and both need to be fully proficient in various aspects of administration.

It is extremely important that the administrative abilities of the staff are periodically updated so as to enable them to contribute their maximum potential towards the efficient functioning of the institution.

This workshop provides an opportunity to the faculty as well as the non-teaching staff to familiarize and equip themselves with necessary knowledge and skills in various domains of administration of an HEI. It is also essential for the HEI staff to become fully competent in the new online modes of functioning and hence the workshop also entails components related to gaining proficiency in the use of ICT. These efforts will also help us move in the direction of fulfilling the dream of 'Digital India'.

The key deliverables of the Workshop are:

- **Financial Issues and Implications**
 - Procedures and documentation related to Procurement (GFR 17, GeM and CPPP),
 - Documentation related to Research Grants,
 - Handling the Budgets of societies/clubs that includes budgeting, record-keeping, bills submission etc.

- **Protocols of Communication**
 - The correct way of writing applications
 - Noting/ Drafting/ Report-writing etc
 - Understanding the protocols related to official communication

- **Roster & Leave Rules**
 - Rules related to Roster
 - Rules related to all kinds of leaves- LTC, Medical, Sabbatical, EL, CL etc
 - Rules pertaining to combining of different types of leaves

- **ICT tools for Administrative Work**
 - Google Drive
 - Mail Merge
 - Google Docs
 - Google Slides
 - Google Forms

- **NAAC & NIRF**
 - Various criteria covered in the AQAR/SSR
 - Understanding the NIRF

- **Record-keeping and Documentation**
 - In compliance with accreditation and ranking framework

EXPECTED OUTCOMES

After successful accomplishment of the program, the participants will be able to: -

- Understand the rules related to procurement
- Handle the Research grants as well as finances of societies/ clubs/ Centres
- Communicate more effectively and by following the protocol
- Correctly assess the rules related to various leaves
- Handle ICT tools better
- Understand the NAAC and NIRF requirements for documentation

REGISTRATION AND PAYMENT PROCESS

ELIGIBILITY

Faculty members from various disciplines and the non-teaching staff from colleges, UGC recognized universities, national institutions of research and research management are eligible to apply.

All those who meet the eligibility criterion are required to register and pay a Non-Refundable fee of **INR 950/-** by visiting rcmoocs.in

REGISTRATION DEADLINE: 15th November 2021

After successful registration & payment, the participants will receive a confirmation via email. Please keep checking the spam folder of the email as the bulk email sent may end up in the spam folder.

An official group has been made for communication with the participants on "Telegram." You are therefore requested to install the Telegram App either from the Play Store or App Store. The link to join the official group will be provided in the confirmation mail.

IMPORTANT:

- Registration is mandatory for participation.
- Attempting and submitting all the quizzes and assignments is mandatory, and each participant should score atleast 50% aggregate to be eligible for the completion certificate.
- Graded certificates on the basis of performance will be awarded to the participants.
- As part of the Ministry of Education's requirement under the PMMMMNMTT scheme, all participants need to submit online feedback for each session.
- Failing to meet any of the above conditions will result in the denial of completion certificate.

For further information, write to us at:

sep@jdm.du.ac.in

PATRONS

Prof. S.P. Aggarwal
Principal & Director, TLC
Ramanujan College

Prof. Swati Pal
Principal
Janki Devi Memorial College

ASSISTANT DIRECTORS TEACHING LEARNING CENTRE, RAMANUJAN COLLEGE

Dr. Sumit Nagpal
Assistant Professor
Dept. of Mathematics

Dr. Nikhil Rajput
Assistant Professor
Dept. of Computer Science

IQAC COORDINATOR

Dr. Shilpa Chaudhary
Associate Professor
Dept. of Economics
Janki Devi Memorial College

WORKSHOP COORDINATORS

Dr. Poonam Bewtra
Associate Professor
Dept. of Commerce
Janki Devi Memorial College

Dr. Kaushal Kishore
Mr. Surendra Kumar
Administrative Officers
Janki Devi Memorial College

Ms. Nidhi Mathur
Senior Assistant
Dept. of Vocation, (B.Voc)
Ramanujan College

TECHNICAL TEAM RAMANUJAN COLLEGE

Mr. Vipin Rathi
Assistant Professor
Dept. of Computer Science

ORGANISING COMMITTEE JANKI DEVI MEMORIAL COLLEGE

Ms. Richa Dani
Assistant Professor
Dept. Of Commerce

Ms. Anuradha Goel
Assistant Professor
Dept. Of Commerce

Dr. Sonal Jain
Assistant Professor
Dept. Of Commerce

Mr. Arvind Pal
Senior Assistant (Admin)

Mr. Manpreet
Senior Assistant (Accounts)