



**Institute of Distance Education
Rajiv Gandhi University
Rono Hills, Arunachal Pradesh**

Title: Orientation-cum-Training for Non-Teaching Staff of IDE and Study Centres

Two Day State Level Workshop for “Orientation-cum-Training for Non-Teaching Staff of IDE and Study Centres” was organized at IDE, Rajiv Gandhi University by the Institute of Distance Education on 24 & 25 August 2016. The training program targeted to give an introduction and orientation to all Non- Teaching Staff working in the ODL mode in headquarter as well as the 13 study centres. Participants varied from faculty members in Colleges and Research Scholars along with the Non-Teaching Staffs. The workshop was inaugurated by Dr. Ashan Riddi, Director, IDE. In his inaugural address, he enumerated on the role of the NT Staff in distance education especially in context of Arunachal Pradesh. Moji Riba, HoD (i/c), Dep’t Of Mass Com, RGU, M. Maltesh, Chief Librarian, RGU, Satish Das, Assistant Professor, CSE, RGU and Moyir Riba, Assistant Professor, IDE, RGU were the Resource persons for the day long training. The inaugural session was followed by technical sessions, over the two days, as below:

Technical Session I: “Administration and Management in ODL”

(Moyir Riba, Assistant Professor, IDE, RGU)

Technical Session II: “Library Management”

(M. Maltesh, Chief Librarian, RGU)

Technical Session III: “Use of Microsoft Excel for Record and Register”

(Satish Das, Assistant Professor, CSE, RGU)

Technical Session IV: “Communication for Student Support”

(Moji Riba, HoD, Dep’t Of Mass Com, RGU)

In the valedictory session, along with the guests, the participants expressed their problems related to their experiences in ODL. The participants were given participation certificates.

Schedule;

'Orientation Workshop for Teaching & Non-Teaching Staff of IDE Study Centres'

24th & 25th August 2016

IDE Conference Hall, RGU

Organised by

Institute of Distance Education, Rajiv Gandhi University

SCHEDULE

Wednesday, 24th August 2016	
1000-1030 hrs	Inaugural Session <ul style="list-style-type: none">- Opening Remarks by Chair- Introduction of Participants
1030-1100 hrs	Orientation Programme: An Overview (Moyir Riba, Assistant Professor, IDE, RGU)
1100-1215 hrs	Technical Session I: "Financial Management in IDE" (S. K. Sur, Section Officer, Finance, RGU)
1215-1330 hrs	Technical Session II: "Library Management" (D. K. Pandey, Librarian, RGU)
1330-1430 hrs	Lunch Break
1430-1545 hrs	Technical Session III: "Use of Microsoft Excel for Record and Register" (Chiranjeeb Dhar, Senior Technical Assistant, CSE, RGU)
1545-1600 hrs	Tea Break
1600-1700 hrs	-Continued-
Thursday, 25th August 2016	
1000-1130 hrs	Technical Session IV: "Communication for Student Support" (Moji Riba, Assistant Professor, Dep't Of Mass Com, RGU)
1130-1145 hrs	Tea Break
1145-1300 hrs	Technical Session V: "Role of counselor and counseling in ODL" (Boa Rina Tok, Assistant Professor, Department of Education, RGU)
1300-1400 hrs	Lunch Break
1400-1530 hrs	Technical Session VI: "Examination in RGU" (Dr. Nani Tamang Jose, Deputy Registrar-Examinations, RGU)
1530-1630 hrs	Valedictory Session <ul style="list-style-type: none">- Closing Remarks by Chairperson- Summarization by Workshop Coordinator- Sharing of experiences by the Participants

Attendance:

2 days state level workshop on orientation program Training for non-Teaching Staff of IDE & Study Centre-2016

Sl. No.	Name	Designation	Address	Sign
01.	AMOMANG PERTIN	C/Clerk	JNC Psg	
02	LOMHANG KANGIOM	- do -	Deomali	
03	R. Lulin	- do -	Chenglang	
04	MS. TONGAM ETE	- do -	Aalo	
05	MR S. DEORI	- do -	Bomdila	
06	MRS A. CHOWLIK	- do -	Tezu	
07	MR. KENPI KAMKI	- do -	Kamba	
08	MR. JORAM BIDA	- do -	Yachuli	
09	MR. MAI LINGFA	- do -	SEPPA	
10	MS. NABAM YATER	- do -	Deimukh	
11	MS. JORAM MEKHI	- do -	Lekki	
12	NYAKNEM MASSANG	- do -	Miao	
13	MR. GOUBRANGO GANI	- do -	Namsai	
14	TANIA JERAM	- do -	Dapri Jo.	
15	MARBIN NYORI	UDC	IDE	
16	TAYUM YAMA	LDC	IDE	
17	PKN MAZUMDAR	SO	IDE	
18	K B PRADHAN	PA	IDE	
19	HUSSAIN ALI	Peon	IDE	
20				