



Shri Lal Bahadur Shastri National Sanskrit University

(Central University), NAAC Accredited 'A' Grade,
B-4, Qutub Institutional Area, New Delhi- 110016



Teaching Learning Centre

Under Pandit Madan Mohan Malaviya National Mission on Teachers & Teaching Scheme
Ministry of Education, Government of India

Phase-IV, Programme No. - 8

05 Days Online National Workshop

Advance Features of MS Office

From 05th to 09th October, 2020



About

The Teaching Learning Centre (TLC) of Shri Lal Bahadur Shastri National Sanskrit University (Central University), New Delhi was established in the component of Centres of Excellence for Curriculum and Pedagogy under **Pandit Madan Mohan Malaviya National Mission on Teachers & Teaching (PMMNMTT) scheme of Ministry of Education, Government of India**. This scheme was launched with an intent to improve quality in educational development at all stages of education. The vision of the established TLC is to prepare Teachers, Teacher Educators and Researchers for empowering them to address the needs for designing, implementing and evaluating teaching-learning systems in the field of language education especially Sanskrit. **The centre has been identified in the list of 30 new centres (IInd phase) for conducting one month mandatory Faculty Induction Programme (FIP) and also notified as National Resource Centre (NRC) for ARPIT-2018 & 2019 courses in the discipline Sanskrit by MHRD. In addition to this, the centre has published two handbooks for teaching Sanskrit one at upper primary level and other at secondary level.**



Backdrop

We all know that MS Office is one of the leading platforms for creating, organising & managing digital academic works in the form of documents, charts, tables, interactive presentations, mails etc. It allows to create documents in MS- Word, presentations in MS-PowerPoint, tabular representations in MS-Excel, manage email and calendars in MS-Outlook etc. Subsequently, it has made these computer based tasks much easier and simple as it has the ability to adapt according to the need of the users. All such types of task are used and conducted by the teachers of all disciplines & all levels for accomplishing their academic works efficiently and effectively. Thus, need for knowing the features of various MS Office applications and their workable procedures becomes pertinent to carry out day to day academic work in digital formats which will not only make them more attractive but meaningful also. In this context, a 5 days online workshop has been organised with an intent to enhance MS Office skills and competencies for creating & managing documents, presentations and organising data through tables, pictures and charts in a more effective manner.



Objectives

The objectives of this workshop are:

- to acquaint the participants with the various applications of MS Office.
- to provide insight in the advance features & their workable procedures of various MS Office applications.
- to enhance the skills and competencies for using various MS Office applications specially Word, Excel and PowerPoint.

Target Group

- Higher Education language teachers especially that of English, Hindi & Sanskrit.
- Teacher Educators from both traditional and modern universities.
- Higher Education faculty of all disciplines but preference to traditional disciplines such as Vyakaran, Vastushastra, Darshan, Sahitya, Dharamshastra, Jyotisha etc.
- Sanskrit school teachers only PGT or TGT.

Workshop Registration

There will be no registration fee for this Workshop. The intake capacity of this Workshop is **240** and registration will be accepted on **first come & first serve basis**. The interested participants may fill the registration form by using the Google form through this link <https://bit.ly/3mMDk6a> **latest by 30th Sept., 2020 till 5 PM**. Last date can be extended, if required. We reserve the right to cancel any registration without any intimation. **(Only online registration will be considered)**.



Prerequisite: -

1. The participants must have **LAPTOP** and **SMARTPHONE** with good internet connectivity during the workshop for ensuring active participation.
2. **Online platform to be used: GOOGLE MEET**



Head & Dean, Faculty of Education

Prof. K. Bharathbooshan

Convenor cum Coordinator

**Prof. Amita Pandey Bhardwaj
Project Head**

Programme Co-coordinator

Dr. Jitender Kumar

Programme Facilitator

Sh. Surender Nagar

Workshop Assistance

TLC Staff

Organized by

Teaching Learning Centre (TLC)

Under PMMNMTT Scheme, Ministry of Education, Government of India

FACULTY OF EDUCATION

Shri Lal Bahadur Shastri National Sanskrit University

(Central University), NAAC Accredited 'A' Grade,

B-4, Qutub Institutional Area, New Delhi- 110016

For further queries-

Contact Nos. 9891075219, 9891777666, 9716692396, 8595378991, 8130734176

E-mail: tlc@slbsrsv.ac.in

Website: www.slbsrsv.ac.in