



Shri Lal Bahadur Shastri National Sanskrit University, New Delhi

Teaching Learning Centre



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

Phase-V, Programme No. - 05

One Day Online Workshop

Drafting & Managing Documents Online

Dated: 17th July, 2021 (Saturday)



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 centre is to develop skills and competencies of teachers and teacher educators associated with language education especially Sanskrit for designing, developing, implementing and evaluating teaching-learning systems. **The centre has been identified in the list of 30 new centres (IInd phase) for conducting one month mandatory Faculty Induction Programme (FIP) for newly inducted higher education faculty and also notified as National Resource Centre (NRC) for developing online Annual Refresher Programme in Teaching (ARPIT-2018, 2019 & 2020 courses) through SWAYAM in the discipline Sanskrit by Department of Higher Education of Ministry of Education, GOI. In addition to this, the centre has published two handbooks for teaching Sanskrit one at upper primary level and other at secondary level. The centre has successfully organized 38 programmes and 03 Faculty Induction Programmes (FIP) till now. All the programmes in phase-V will be conducted under patronship of hon'ble Vice Chancellor.**



Backdrop

We all know document development, organization & its management plays a significant role in promoting the communicability of any official working system. These documents are used in various forms and formats viz. file note & comments, order, notification, circular, application etc. as per the nature & need of work. The working competencies related to developing these documents in various forms, knowledge of their essentials structural elements, editing, collaborative drafting etc. helps in providing strong base to any type of official work culture & working style. Additionally, in present corona times, it becomes pertinent for each and every non-teaching staff to conduct and manage these functionalities in an online mode. In this backdrop, one day online workshop has been organized with an intent to enhance the competencies related to drafting, developing, managing and editing of various official documents online.



Objectives

The objectives of this workshop are:

- to acquaint with the structural components of official documents in various forms & formats.
- to develop the writing skills related to various forms of documents
- to enhance capacities related to managing & editing various official documents online.



Target Group

- **All non-teaching staff** of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi.



Registration

The registration fee for this workshop is **₹100 (non-refundable)**. The interested participants can register online through the link <https://forms.eduqfix.com/slbsnsuform/home> **latest by 16th July, 2021 till 03:00 PM**. This **link will be closed** before the last date in case of registration reaches the maximum intake capacity. The registration will be accepted on **first come & first serve basis**.



Prerequisites for Active participation: -

1. **Laptop/ Desktop with Camera and Microphone/Smartphone**
2. **Good internet connectivity with atleast 5GB data per day during the workshop.**

⚠ IMPORTANT

Online Platform to be used:
GOOGLE MEET

- ✓ Online Registration is mandatory for participation.
- ✓ Please provide your valid email address and WhatsApp mobile number in the registration form as all the communication related to the workshop will be done through them.
- ✓ Either e-certificate of Participation/Completion (graded on the basis of performance) will be awarded in the workshop.

Convenor cum Coordinator

Prof. Amita Pandey Bhardwaj
Director

Programme Co-coordinator

Dr. Pinki Malik

Programme Facilitators

Sh. Surender Nagar
Sh. Gyan Chand Sharma
Sh. Rakesh Kandpal
Sh. Akshat Dabral
Sh. Sachin Kumar

Patron

Prof. Ramesh Kumar Pandey
Vice Chancellor

Organized by

Teaching Learning Centre (TLC)

Under PMMNMTT Scheme, Ministry of Education, Government of India

Shri Lal Bahadur Shastri National Sanskrit University

(Central University), NAAC Accredited 'A' Grade

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For further queries-

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