REPORT ON ORIENTATION – CUM – TRAINING FOR NON -TEACHING STAFF OF IDE AND STUDY CENTRES

Organizing : Institute of Distance Education Rajiv Gandhi University

Acknowledgement : Prof. Tamo Mibang, Vice - Chancellor, RGU

Prof. Rachob Taba, Registrar, RGU

Prof. Ashan Riddi, Director, IDE, RGU

Ms. Moyir Riba, IDE, RGU

Executive Summary :

Institute of Distance Education, Rajiv Gandhi University organized a two day state level workshop on **Orientation – Cum – Training for Non -Teaching Staff of IDE and Study Centres**, on 24th & 25th August, 2016. Around 50 participants from IDE, RGU and study centres have participated in the workshop.

The workshop started with the welcome speech from Ms. Moyir Riba, Assistant Professor, IDE, RGU to all the participants and resource persons attending the workshop. The welcome speech was succeeded by opening remarks of the Chair, Prof. Tamo Mibang, Vice - Chancellor, RGU where he highlighted the importance of education in the present scenario and the contribution of ODL mode in strengthening the same. He also acknowledges the role of administrative staffs in smooth running of educational institutions and advised them to carry forward their works with sincerity and good will faith.

The first technical session started at 11.00 am with a presentation and discussion on '**Administration and Management in ODL'** by Ms. Moyir Riba, Assistant Professor, IDE, RGU. In her presentation, she threw light on the Administrative structures of the ODL mode, its various pros and cons, and administrative management. She highlighted the role of administrative staffs in managing the administrative and academic affairs of the institutions as per the provisions reflected in the guidelines of ODL mode.

The second technical session started at 11.30 am with a speech by Mr. D.K Pandey, Librarian, RGU on '**Library Management**'. In his session he enlightens the house with library management skills. The third technical commence with the presentation on '**Use of Microsoft Excel for record and Register'** by Mr. Ani Taggu, Assistant Professor, CSE, RGU wherein he discusses about how to use the Microsoft Excel for proper record keeping of Data.

The second day technical session commence at 10.00 am with a discussion on **'Communication for Student Support**' by Mr. Moji Riba, Assistant Professor, Mass. Com, RGU. It was followed by discussion on '**Role of Counselor and Counseling in IDE** by Dr. Boa Rina Tok, Assistant Professor, Education, RGU wherein she discusses about the role of Counselor and means and methods to be followed by the Counselor during counseling session. The last technical session was presented by Dr. Nani Tamang Jose, DR- Examinations wherein he elaborately outlaid the examination process of RGU.

The technical session was followed by valedictory session. Prof. Ashan Riddi, Director IDE- cum – Chairperson of program presented his closing remarks which were followed by remarks from the Workshop Coordinator, Ms. Moyir Riba and sharing of experience by the workshop participants from different study centres.

The workshop ended with the extension of vote of thanks from Dr. Nyajum Lollen, Guest Assistant Professor, IDE, RGU.

2 days state level workshop on orientation prog cum Toring for non-Teaching Staff of IDE & Study Centre- 2016

Sl. No.	Name	Designation	Address	Sign
01.	AMOMANG PERTIN	C/Clerk	JNC Pg	
02	LOMHANG KANGLOM	— do—	Deomali	
03	R. Lulin	— do—	Changlang	
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 —	Doimukh	
11	MS. JORAM MEKHI	— do—	Lekhi	
12	NYAKNEM MOSSANG	— do—	Miao	
13	MR. GOURANGO PANI	— do—	Namsai	
14	TANIA JERAM	— do —	Daporijo.	
15	MARBIN NYORI	UDC	IDE	
16	TAYUM YAMA	LDC	IDE	
17	PKN MAZUMDAR	SO	IDE	
18	KB PRADHAN	PA	IDE	
19	HUSSAIN ALI	Peon	IDE	
20	—			