



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

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 24th & 25th August 2016. The training program targeted to give an introduction and an orientation to all Non- Teaching Staffs working in the ODL mode in headquarters as well as in 13 studies centers. Participants varied from faculty members to 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 Non Teaching Staff in distance education especially in context of Arunachal Pradesh. Moji Riba, HoD (i/c), Dept. 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.

SCHEDULE

Wednesday, 24 th 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, 25 th 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

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. LUGIN	- do -	Chenglang	
04	MS. TONGAM ETE	- do -	Aalo	
05	MR S. DECRI	- 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 -	Lekki	
12	NYAKNEM MASSANG	- do -	Miao	
13	MR. GOURANGO 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				