

विश्वभारती  
VISVA-BHARATI



**NOTIFICATION**

This is to inform to the all concerned that to enhance the skills and knowledge of non-teaching employees at Central Universities, the University Grants Commission (UGC) has partnered with iGOT (Integrated Government Online Training) to offer an online orientation training programme for non-teaching staff on iGOT Karmayogi Platform.

The **Integrated Government Online Training (iGOT) Karmayogi** is a new online platform/app designed to empower professional development and enhance skills. Visva-Bharati has already created (Sign up completed) individual user accounts of all the regular ministerial employees (Group 'B' & 'C') for the iGOT platform. The employee has to directly sign in or access the portal by installing **iGOT Karmayogi** application from Google play store or Log in on <https://igotkarmayogi.gov.in> using individual mobile number or email. (Note: While log in through the email after filling email address - click 'Forgot Password' - An OTP will be sent to your email - Password can be reset).

The Group wise list of training courses (**Encl. 1 & 2**) designed to equip staff with valuable expertise in various areas is enclosed. The courses comprise video lectures and PDFs. Upon completion of each course, an assessment (MCQ/fill-in-the-blanks, etc.) will be provided on the portal. Successful completion of the assessment will make the certificate of completion available for download from the portal. **These courses are to be completed by 31<sup>st</sup> March, 2025** (it is advised by the Capacity Building Commission that every staff member must take up training for at least 6 hours within a period of 45 days).

No. Estab/O.2/  
28/08/2024

Copy forwarded for information and necessary action to:-

1. All Directors/All Principal of Bhavanas
2. All Heads of academic and non-academic Departments/Centres
3. Finance Officer
4. Joint Registrar (Accounts)
5. Joint Finance Officer, Internal Audit
6. Joint Registrar & CS to Vice-Chancellor
7. Deputy Registrar (Establishment)
8. P.A. to Registrar, V.B.
9. Hindi Officer- (With a request to translate it into Hindi and arrange to upload in the University Website)
10. University Webmaster- Please upload it in the University Website

Registrar (Acting)  
Visva-Bharati  
कुलसचिव (कार्यवाहक)  
विश्वभारती  
Registrar (Acting)  
Visva-Bharati

गणित सदन / Computer Centre  
विश्वभारती / Visva-Bharati  
सारांश सं./Docket No. 105  
तिथि/Date 28/8/24

## Group B

S.N	Name of the Course	Duratio	Courses Prepared By
1	Effective Communication	5h 34m	By IIMB
2	Time Management	1h 15m	Department of Personnel and Training DoPT
3	Business Process Management	1h 29m	By Genpact
4	Microsoft PowerPoint Beginners	3h 17m	By Microsoft
5	Microsoft PowerPoint Advance	2h 28m	By Microsoft
6	SharePoint	1h 29m	By Microsoft
7	Microsoft Excel for Beginners	7h 3m	By Microsoft
8	Excel Advanced	3h 49m	By Microsoft
9	Outlook	2h 3m	By Microsoft
10	Microsoft Teams	2h 24m	By Microsoft
11	Microsoft One Drive	1h 22m	By Microsoft
12	Microsoft Word	2h 56m	By Microsoft
13	Word Advanced	2h 49m	By Microsoft
14	Introduction to Emerging Technologies	2h 20m	By Capacity Building Commission
15	AI Using Google Bard and ChatGPT for Beginners	25m 1s	By Invest India
16	ChatGPT and Generative AI tools: An Introduction	1h 25m	By Capacity Building Commission
17	Noting and Drafting	2h	By Institute of Secretariat Training and Management
18	Reservation Policy - Reservation in Service	2h 55m	Institute of Secretariat Training and Management
19	Constitutional Provisions at Workplace	2h	By Institute of Secretariat Training and Management
20	Code of Conduct for Government Employees	35m	By Institute of Secretariat Training and Management
21	Pensionary Benefits	55m	By Institute of Secretariat Training and Management
22	Leave Rules	55m	By Institute of Secretariat Training and Management
23	Leave Travel Concession	1h 7m	By Institute of Secretariat Training and Management
24	Budget	1h 40m	By Institute of Secretariat Training and Management
25	Finance and Accounts	1h 35m	By Department of Personnel and Training DoPT
26	Introduction to functions and organization of accounts department	50m 25s	By Ministry of Railways
27	Procurement Process	3h 6m	By Government e Market Place(GeM)
28	Mode of Procurement (Service)	1h 40m	By Government e Market Place(GeM)
29	Mode of Procurement (Product)	3h 51m	By Government e Market Place(GeM)
30	Beginner Course for GeM Buyer	3h 36m	By Government e Market Place(GeM)
31	Direct Purchase on GeM	38m 11s	By Bharat Sanchar Nigam Limited(BSNL)
32	FRSR Part II - Travelling Allowances Rules	3h 10m	By Department of Expenditure
33	National Pension System (NPS) (Prarambh)	25m 5s	By Department of Posts

*Signature*

34	Exit and Withdrawal Norms under NPS	16m 34s	By Defence Headquarters Training Institute (DHTI)
35	Contract Management	12h 15m	By National E- Governance Division (NEGD) DeitY Govt. of India

Total Duration for Group B: 70h 34m 16s

*S. 28/8/2017*

## Group C

S.No	Name of the Course	Duration	Courses Prepared By
1	Microsoft PowerPoint Beginners	3h 17m	By Microsoft
2	Microsoft PowerPoint Advance	2h 28m	By Microsoft
3	SharePoint	1h 29m	By Microsoft
4	Microsoft Excel for Beginners	7h 3m	By Microsoft
5	Excel Advanced	3h 49m	By Microsoft
6	Outlook	2h 3m	By Microsoft
7	Microsoft Teams	2h 24m	By Microsoft
8	Microsoft One Drive	1h 22m	By Microsoft
9	Microsoft Word	2h 56m	By Microsoft
10	Word Advanced	2h 49m	By Microsoft
11	Introduction to Emerging Technologies	2h 20m	By Capacity Building Commission
12	AI Using Google Bard and ChatGPT for Beginners	25m 1s	By Invest India
13	ChatGPT and Generative AI tools: An Introduction	1h 25m	By Capacity Building Commission
14	Code of Conduct for Government Employees	35m	By Institute of Secretariat Training and Management
15	Pensionary Benefits	55m	By Institute of Secretariat Training and Management
16	Leave Rules	55m	By Institute of Secretariat Training and Management
17	Leave Travel Concession	1h 7m	By Institute of Secretariat Training and Management
18	Budget	1h 40m	By Institute of Secretariat Training and Management
19	Finance and Accounts	1h 35m	By Department of Personnel and Training DoPT
20	Introduction to functions and organization of accounts department	50m 25s	By Ministry of Railways
21	Procurement Process	3h 6m	By Government e Market Place(GeM)
22	Mode of Procurement (Service)	1h 40m	By Government e Market Place(GeM)
23	Mode of Procurement (Product)	3h 51m	By Government e Market Place(GeM)
24	Beginner Course for GeM Buyer	3h 36m	By Government e Market Place(GeM)
25	Direct Purchase on GeM	38m 11s	By Bharat Sanchar Nigam Limited(BSNL)
26	FRSR Part II - Travelling Allowances Rules	3h 10m	By Department of Expenditure

28/8/2024

27	National Pension System (NPS) (Prarambh)	25m 5s	By Department of Posts
28	Exit and Withdrawal Norms under NPS	16m 34s	By Defence Headquarters Training Institute (DHTI)
29	Contract Management	12h 15m	By National E- Governance Division (NEGD) DeitY Govt. of India

**Total Duration for Group C: 58h 43m 15s**

  
कुलसचिव (कार्यवाहक)  
विश्वभारती  
Registrar (Acting)  
Visva-Bharati