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 31st 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:-

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

- 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

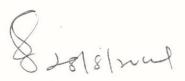
Group B

S.N	Name of the Course	Duratio	Courses Prepared By	
	1 Effective Communication	5h 34m		
2	2 Time Management	1h 15m	Department of Personnal and Training	
(Business Process Management	1h 29m	By Genpact	
4	Microsoft PowerPoint Beginners	3h 17m	By Microsoft	
	Microsoft PowerPoint Advance	2h 28m	By Microsoft	
	SharePoint	1h 29m	By Microsoft	
7	Microsoft Excel for Beginners	7h 3m	By Microsoft	
	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		
12	Microsoft Word	2h 56m	By Microsoft	
13	Word Advanced	2h 49m	By Microsoft	
14	Technologies	2h 20m	By Capacity Building Commission	
	Al 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	
	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	
_	Procurement Process	3h 6m	By Government e Market Place(GeM)	
	Mode of Procurement (Service)	1h 40m	By Government e Market Place(GeM)	
	Mode of Procurement (Product)	The second of th	By Government e Market Place(GeM)	
30	Beginner Course for GeM Buyer		By Government e Market Place(GeM)	
	Direct Purchase on GeM	38mi	By Bharat Sanchar Nigam Limited(BSNL)	
32	FRSR Part II - Travelling Allowances Rules		By Department of Expenditure	
	National Pension System (NPS) (Prarambh)	25m 5s	By Department of Posts	

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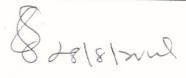
Exit and Withdrawal No NPS	rms under 16m 34s	By Defence Headquarters Training Institute (DHTI)
35 Contract Management	12h 15m	By National E- Governance Division (NEGD) DeitY Govt. of India

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



Group C

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



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

कुलसिंव (कार्यवाहक)
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Visva-Bharati