



**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD**

**CIRCULAR No. ESTT/RO/-----64-/2020**

It is hereby informed to all Assistant Registrars and Section Officers of the University that UGC-Human Resource Development Centre, Dr. Babasaheb Ambedkar Marathwada University has organized Three Day Workshop on ICT from 18, 19 and 20<sup>th</sup> June 2020.

It is hereby notified for information of all concerned that they should take part in the said workshop; it will be beneficial in day to day working and will improve productivity of working. For more details please contact UGC-HRD Centre.

UGC-HRDC Office Telephone No. **0240-2403227/229**

Accordingly, all the Heads of the Departments/Sections are requested to inform all the staff of their Departments/Sections regarding the same.

University Campus,  
AURANGABAD-431004  
Ref. No. ESTT/RO/2020/  
Date :- 11-06-2020

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Rajyagansh  
Registrar 11.6.2020

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**Copy forwarded with compliments for information to:-**

1. The Director, Dr. Babasaheb Ambedkar Marathwada University, Sub-Center, Osmanabad.
2. All the Heads of Department & Administrative Sections, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
3. Director, University Network & Information Center, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and requested to upload the circular on the University website.
4. Public Relation Officer, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.





**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**  
**UGC-Human Resource Development Centre**  
**Academic Building, University Campus, Aurangabad-431004(MS)**



**PROFESSOR. N.N.BANDELA**  
M.SC., PH.D, F.I.S.C.A  
**DIRECTOR**

PHONE : +91-0240-2403227/229  
FAX NO : +91-0240-2400204  
EMAIL : office@ascbamu.edu.in  
director.hrdc@bamu.ac.in

UGC-HRDC/2020-2021/35

03<sup>rd</sup> June 2020

11<sup>th</sup>

To,  
The Registrar  
Dr. Babasaheb Ambedkar Marathwada  
University Aurangabad.

Subject: - Regarding Conducting three days workshop on ICT for Non-teaching staff members (i.e. Section officer & Assistant registrar) on 18,19 and 20<sup>th</sup> June 2020.

Madam,

With the reference to the above cited subject I want to bring to your kind notice that the UGC-HRDC office wants to plan a three days workshop on ICT for Non-teaching faculty members (i.e. Section officer & Assistant registrar) of our university on 18,19 and 20<sup>th</sup> June 2020 that will be beneficial to them in day to day working and will improve productivity of working in our University the following topics can be covered in the said workshop:-

- ✓ Hosting or Joining online meetings
- ✓ Creating Google forms and certificate
- ✓ Google documents
- ✓ PDF file
- ✓ PFMS
- ✓ Excel, Mail merge
- ✓ Use of mail-Institutional E-tapal

The timing of workshop will be from 11.00 am to 1.00 pm daily and the zoom platform will be used for the course, kindly note that no registration fees will be charged and all participants will be issued a certificate after attending all session of the course.

Also I want to request you to approve a remuneration of Rs.1,000/- for resource person for delivering lecture in the course, kindly help us in coordinating the course and issue and circular for the same.

Thanking you

Regards

*N.N. Bandela*

Professor N.N.Bandela

Director HRDC

UGC-Human Resource Development Centre  
Dr. Babasaheb Ambedkar Marathwada  
University, Aurangabad.