राष्ट्रीय संस्कृत विश्वविद्यालय

NATIONAL SANSKRIT UNIVERSITY

(A Central University established by an Act of Parliament)

TIRUPATI-517 507

F.No.NSUT/A&E/iGOT-KY/2024-25/ **Date: 03.09.2024**

CIRCULAR No.49 of 2024-2025

Sub: National Sanskrit University – Onboarding of Non-Teaching employees of the University on Integrated Government Online Training (iGOT) Mission Karmayogi Platform – the National Programme for Civil Services Capacity Building (NPCSCB) - Regarding.

Ref: Note Orders of the Vice-Chancellor dated 02.09.2024.

The University Grants Commission (UGC) has initiated a specialized capacity building training programme for Non-Teaching employees of all the Central Universities across India, through online training courses on the iGOT Karmayogi Platform. The courses comprise Video Lectures and PDFs. These courses have been created / prepared by various organizations including Department of Personnel and Training (DoPT), Institute of Secretariat Training and Management (ISTM), Capacity Building Commission, Central Board of Indirect Taxes and Customs (CBIC), Government e-Market Place (GeM), Department of Expenditure, National e-Governance Division (NEGD), Defence Headquarters Training Institute (DHTI), Microsoft, IIMB, Genpact, Bharat Sanchar Nigam Limited (BSNL), Ministry of Railways, Department of Posts, Invest India etc.

The Non-Teaching employees are onboarded onto the iGOT Platform by the Ministry Department Organization (MDO) – Administrator (Nodal Officer) of the University to access the 89 courses (list enclosed) identified for Non-Teaching employees (Group A, B & C including Other Academic Staff). The online training will consist of numerous aspects including understanding workflow, psychology, academic management, technology utilization, financial management and project management.

Therefore, all the Non-Teaching employees are hereby requested to make use of this opportunity to enhance their skills and knowledge by participating through the online training courses and complete the assignment in the areas mentioned, which are available on the 'iGOT Mission Karmayogi) platform through login at https://igotkarmayogi.gov.in. Deadline to complete the assessment is March 31, 2025. Once each of the course is completed, the employee will receive course completion certificate.

The MDO-Administrator will monitor the learning process of each individual Non-Teaching employee and report the same to the undersigned / respective controlling officer to evaluate the effectiveness of the learning process.

3/9/24

REGISTRAR i/c

Enclosure: As above.

To
All the Non-Teaching employees (Group A, B & C)
(As per Standard Mailing List)

Copy to:

1. Shri. Y. V. Krishna Rao, Deputy Registrar & MDO-Administrator
2. The Secretary, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi
3. Shri. Muddukrishna A. S., Karmayogi Bhart, DoPT
4. The Director, Internal Quality Assurance Cell (IQAC)
5. Assistant Registrar (Administration Section)
6. Assistant Registrar (Establishment Section)
7. Liaison Officer, OL for translation of the Circular
8. O.S.D. to Vice-Chancellor
9. P.S. to Vice-Chancellor
10. P.S. to Registrar
11. P.S. to Finance Officer
12. System Analyst – with a request to upload the Circular on the University website
13. ESM Desk
14. Circular File

Group A

S. No.	Name of the Course	Duration	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	Noting and Drafting	2h	By Institute of Secretariat Training and Management
5	Reservation Policy - Reservation in Service	2h 55m	Institute of Secretariat Training and Management
6	Constitutional Provisions at Workplace	2h	By Institute of Secretariat Training and Management
7	Project Management	41m 12s	By Ministry of Railways
8	Intellectual Property Rights	1h 35m	By Central Board of Indirect Taxes and Customs(CBIC)
9	Right to Information (RTI)	2h 15m	By Department of Personnel and Training DoPT
10	Code of Conduct for Government Employees	35m	By Institute of Secretariat Training and Management
11	Pensionary Benefits	55m	By Institute of Secretariat Training and Management
12	Leave Rules	55m	By Institute of Secretariat Training and Management
13	Leave Travel Concession	1h 7m	By Institute of Secretariat Training and Management
14	Budget	1h 40m	By Institute of Secretariat Training and Management
15	Finance and Accounts	1h 35m	By Department of Personnel and Training DoPT
16	Introduction to functions and organization of accounts department	50m 25s	By Ministry of Railways
17	Procurement Process	3h 6m	By Government e Market Place(GeM)
18	Mode of Procurement (Service)	1h 40m	By Government e Market Place(GeM)
19	Mode of Procurement (Product)	3h 51m	By Government e Market Place(GeM)
20	Beginner Course for GeM Buyer	3h 36m	By Government e Market Place(GeM)
21	Direct Purchase on GeM	38m 11s	By Bharat Sanchar Nigam Limited(BSNL)
22	FRSR Part II - Travelling Allowances Rules	3h 10m	By Department of Expenditure
23	National Pension System (NPS) (Prarambh)	25m 5s	By Department of Posts
24	Exit and Withdrawal Norms under NPS	16m 34s	By Defence Headquarters Training Institute (DHTI)
25	Contract Management	12h 15m	By National E- Governance Division (NEGD) DeitY Govt. of India

Total Duration for Group A: 54h 14m 27s

Group B

S. No.	Name of the Course	Duration	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
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

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)
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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