

Paragraph No.

File No. Branch Unit

SUBJECT

Reference

imparted and this also helps the faculty for fetching the API (score) under the career advancement scheme for their promotions. Hence the certificate may be included and an amount of Rs.3,000/- may be sanctioned towards this end.

25

As per para No.(10) (iii) expenditure for under the head **scribbling pads, folders, pens** was restricted to Rs. 5,000/- instead of proposed Rs.10,000/- but in para no. (14) the expenses were further restricted to Rs. 2,500/- and the reason behind for cutting down the amount is not explained and contradictory to the earlier observation made in para No. (10) (iii) stating sanction may be restricted to Rs. 5,500/-. There is no consistency observations made in para No.(10) and para No.(14).

26

In view of the above, in addition to the amount sanctioned Rs. ~~1,01,000/-~~ <sup>1,01,000/-</sup> (One lakh one thousand only to conduct the two training programme on Translation from English to Telugu additional amount of Rs.7,500x2 =15,000 ( Fifteen thousand only) for meeting the additional expenditure on heads such as **Inaugural expenditure, Banners, certificates, folders, scribbling pads, pens** for participants may be sanctioned.

Submitted para No. 22 to 25 for perusal and 26 for approval.

JACT

8/6/18  
SUPDI-

P. Sudhakar  
DIRECTOR

FO  
Registrar  
V.C.

Dr  
8/6/18

AR (Pre-Audit)

13/6

Supdi  
14/6/18

14/6/18

10/6

Nothing to be written here

Paragraph No.	File No.	Branch	Unit	Reference
	SUBJECT Conducting Workshops - Reg.			
27.	<p>In continuation of para 17 sanctioning an amount of Rs. 10,000/- to conduct two workshops to incur an amount of Rs. 50,000/- per each workshop an additional amount of Rs. 15,000/- (Rupees fifteen thousand only) i.e. Rs. 7,500/- per each workshop to incur on material expenditure, banners, Certificates, folders, Stationery pads and pens for providing participants.</p> <p>Para 27 may kindly be approved.</p>			
28.	<p>Disapproved                  20/6/18                  A.R.                  D.R.                  20/6/18                  Approved                  20/6/18                  V/c</p>			
31.	<p>A Contingent bill for Rs. 7,500/- (Seven thousand five hundred) is prepared for the first workshop conducted two days i.e. on 12th &amp; 13th, June, 2018 is submitted along with note file to the Finance Branch the bill may be passed for Rs. 7,500/- (Rupees seven thousand five hundred only) and cheque may be issued in favour of Director CSTD, Dr. BRAOU. Xerox copy of the vice-chancellor's approval of note file is enclosed.</p> <p>JACTD                  22/6/18                  Supdt.                  22/6/18                  F. Suddulu                  22/6/18                  Director, CSTD                  F.O.</p>			

Nothing to be written here

IN/233/CSTD  
22/06/18  
 DN/290/CSTD  
23/06/18

665/798  
20/6/18  
 V6/1835  
24/6/18

337/RP  
22/6

meery

Paragraph No.	File No.	Branch	Unit	File NO-79
	<b>SUBJECT</b>			Reference
22	<p>WORKSHOP ON TRANSLATIONS OF CBCS PATTERN - REAPPROVAL - REG.</p>			
	<p>As per the approval of para No.(17) for conducting the workshop on "<u>Translation from English to Telugu</u>" is scheduled on 12<sup>th</sup> &amp; 13<sup>th</sup> of June, 2018. However there are some objections regarding the approval which is hereby put forth. It is observed in the that when the Director, CSTD one submitted the proposed statement of expenditure in para No. (6), any clarifications can be sought or objections can be raised as done in the para No. (10). However, another alternative statement in para No. (14) is proposed by the finance section is highly objectionable and unprecedented. The file would have sent back seeking clarifications. But writing statement of expenditure ignoring the proposal of the Director, CSTD omitting some items is highly regrettable.</p>			
23	<p>Inaugural session is a part of any workshop or seminar conducted by the university including CSTD. As per para No.(10) (i) dissolving Inaugural expenses for the workshop on Translation is not explained and clarification required in this regard that whether dissolving Inaugural expenses is only for CSTD alone or is it a policy decision taken by the university for all the programs of other branches in the university?. If it is dissolved by the university, a clear directions are needed for conducting future programs till any specific guidelines were framed, the earlier proposal for meeting inaugural expenses should be considered.</p>			
24	<p>As per para No. (10) (ii) amount of proposed expenditure under the head <b>Banners and certificates</b> as per para No.(6) Rs.3,000/- was restricted to Rs.2,000/- . However in the statement given para No. (14) Banners and certificates column is omitted. Hence sanction was not made. This is to submit that issuing certificates is mandatory for all the trainings and capacity building which programmes is an evidence for they training have</p>			

Nothing to be written here

*Poornima*  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 - Hyderabad - 500033

# Dr. B.R. Ambedkar Open University, Hyderabad

Page No. ( 9 )

File No.

Branch

Unit

SUBJECT

Reference

Paragraph No.

imparted and this also helps the faculty for fetching the API (score) under the career advancement scheme for their promotions. Hence the certificate may be included and an amount of Rs.3,000/- may be sanctioned towards this end.

25

As per para No.(10) (iii) expenditure for under the head **scribbling pads, folders, pens** was restricted to Rs. 5,000/- instead of proposed Rs.10,000/- but in para no. (14) the expenses were further restricted to Rs. 2,500/- and the reason behind for cutting down the amount is not explained and contradictory to the earlier observation made in para No. (10) (iii) stating sanction may be restricted to Rs. 5,500/-. There is no consistency observations made in para No.(10) and para No.(14).

26

In view of the above, in addition to the amount sanctioned Rs. ~~1,01,000/-~~ 1,01,000/- (One lakh one thousand only) to conduct the two training programme on Translation from English to Telugu additional amount of Rs.7,500x2 =15,000 ( Fifteen thousand only) for meeting the additional expenditure on heads such as **Inaugural expenditure, Banners, certificates, folders, scribbling pads, pens** for participants may be sanctioned.

Submitted para No. 22 to 25 for perusal and 26 for approval.

JACT

SUPD- 8/6/18

F. Sudha Devi  
DIRECTOR

FO  
Registrar  
V.C.

DK  
Drawn.  
8/6/18

AR (Pre-Audit)

13/6

Supt  
14/6/18

14/6/18

17/6

Nothing to be written here

Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

Paragraph No.	File No.	Branch	Unit	Reference
	SUBJECT Conducting workshops - Reg.			
27.	<p>In continuation of para 17 sanctioning an amount of Rs. 1,01,000/- to conduct two workshops to incur an amount of Rs. 50,500/- per each workshop an additional amount of Rs. 15,000/- (Rupees fifteen thousand only) i.e. Rs. 7500/- per each workshop to incur on transport expenditure, banners, Certificates, folder, Stationery pads and pens for providing participants -</p>			
28.	<p>Para 27 may kindly be approved.</p>			
29	Director CSTD	A.R.	20/6/18	<p>Reg. F-20/6/18                  (29) approved                  V/c</p>
31.	<p>A Contingent bill for Rs. 7,500/- (Seven thousand five hundred) is prepared for the first workshop conducted two days i.e. on 12th &amp; 13th, June, 2018 is submitted along with note file to the Finance Branch. The bill may be passed for Rs. 7,500/- (Rupees seven thousand five hundred only) and cheque may be issued in favour of Director CSTD, Dr. BRAOU. Xerox copy of the vice-chancellor's approval of note file is enclosed.</p>			<p>21/6/18                  V/c</p>

IW/22/6/18  
 22/06/18  
 OW/22/6/18  
 23/06/18

Nothing to be written here  
 SCS/20/6/18  
 VC/1835  
 21/6/18

337/RP  
 21/6

Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033



**Dr.B.R.Ambedkar Open University**  
Centre for Staff Training and Development

**Prof. Ghanta Chakrapani**  
Director

Phone No. (0) 040-23680360  
E-mail [cstd.braou@gmail.com](mailto:cstd.braou@gmail.com)

Lr.No. 69 /CST&D/Dr.BRAOU/2021-22

Date: 26-10-2021

To,  
The Registrar  
Director, Academic  
Dr. BRAOU, Hyderabad.

Sir,

**Sub:** Conducting a one-day workshop on "Online Teaching Tools and Content Management"  
- Reg.

**Ref:** Vice-Chancellor's approval dated: 21-10-2021.

\*\*\*

Centre for Staff Training and Development (CSTD) is organising a Workshop on "Online Teaching Tools and Content Management" for teachers, Academic consultants, academic advisors and P.G. counsellors who are involved in Online teaching on 27<sup>th</sup> October, 2021, at 10.00 AM.

The main objective of the training is to familiarise the zoom and other educational teaching platforms. Explain the advanced features of zoom for better delivery of teaching, learning modules. To explain presentation methods, techniques and protocols. To make the participants to prepare presentations by using multimedia and other advanced features.


The inaugural function of the workshop will be held on 27<sup>th</sup> October, 2021, from 10.00 to 10:30 AM. The lectures will be live streamed over zoom from CSTD computer lab. In this context, I request you to kindly attend the inaugural function and **Chair the Inaugural Session** between 10.00 to 10:30 AM on 27<sup>th</sup> October 2021.

Thanking you,

Encl:

1. Schedule of the workshop
2. Schedule of the inaugural programme

  
DIRECTOR

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

o/c


# CENTRE FOR STAFF TRAINING AND DEVELOPMENT

## Dr.B.R.AMBEDKAR OPEN UNIVERSITY

### List of Teaching Staff

1

S.No.	Name	Designation
1	Prof.Y.S.Kiranmayi	Professor, Business Management
2	Prof. A.Sudhakar	Professor & Dean, Faculty of Commerce
3	Prof.C.Venkataiah	Professor of Public Administration
4	Sri G.Malla Reddy	Assoc.Professor, Department of Commerce
5	Prof. E.Sudha Rani	Professor, Department of History
6	Prof. (Mrs) G.Pushpa Chakrapani	Professor & Head, Department of Physics
7	Prof.Shakeela Khanam	Professor & Dean, Faculty of Arts
8	Dr.P.Madhusudhan Reddy	Professor, Dean, Faculty of Science
9	Prof.C.Rajamouli	Professor, Faculty of Education
10	Dr.I.Anand Pawar	Assoc.Professor, Department of Commerce
11	Dr. Prameela Kethavath	Asst.Professor, Head, Department of Chemistry
12	Dr.Pallavi Kabde	Asst.Professor, Head, Department of Public Administration
13	Dr.Vaddanam Srinivas Rao	Asst.Professor, Head, Department of History
14	Dr.Gunti Ravinder	Asst.Professor, Department of Political Science
15	Dr.G.Saroja	Asst.Professor, Head, Department of Lib.Science
16	Dr.A.Venkat Ram Narsimha Reddy	Asst.Professor, Department of Public Administration
17	Dr.Paul Ratnakar Gudapati	Asst.Professor, Department of Education
18	Dr.G.Mary Sunanda	Asst.Professor, Department of Education
19	Dr.Chandrakala	Asst.Professor, Department of Education
20	Dr.G.Lakshmi	Asst.Professor, Head, Department of Political Science
21	Sri.D.Rabindranath Solomon	Asst.Professor, Department of Commerce
22	Dr. A.Kishore Kumar Reddy	Asst.Professor, Department of English
23	Dr.N.Rajani	Asst.Professor, Head, Department of Telugu

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

24	Dr.K.Sridevi	Asst.Professor, Department of Mathematics
25	Dr.G.Dayakar	Asst.Professor, Department of History
26	Dr.P.Venkata Ramana	Asst.Professor, Department of Sociology
27	Dr.B.Srinivas	Asst.Professor, Head, Department of Sociology
28	Dr.K.Rani Rajitha Madhuri	Asst.Professor, Head, Department of English
29	Dr.K.Krishna Reddy	Asst.Professor, Head, Department of Economics
30	Prof.D.Janardhana Reddy	Sr.Academic Consultant, Department of Psychology
31	Dr.V.Venkateshwarlu	Sr.Academic Consultant, Department of Telugu
32	D. Koteswara Rao	Academic Consultant, Department of Chemistry
33	K.Narsimulu	Academic Consultant, Department of Psychology
34	Yadagiri Kambhampati	Academic Consultant, Department of Public Relations
35	Sunil Kumar Pothana	Academic Consultant, Department of Public Relations
36	V.Chakravarthy	Academic Consultant, Department of Business Management
37	M.Nagaraju	Academic Consultant, Department of Education
38	K.Uma Devi	Academic Consultant, Department of Education
39	D.Sriveni	Academic Consultant, Department of Psychology
40	Dr. Avinash.K	Academic Consultant, Department of Hindi
41	Dr.Muttu.Vemula	Academic Consultant, Department of Education
42	Dr.K Prasanna	Academic Consultant, Sociology
43	Y.Kumar	Academic Consultant, Department of Botany
44	U.Vijaya Ushasree	Academic Consultant, Department of Physics
45	Kiran Kumar Kolthuri	Academic Consultant, Department of Library & Info. Science
46	R.Ramachandra Reddy	Senior Consultant, Botany
47	M.Kishore	Academic Consultant, Department of Zoology
48	Sri.Md. Khaja Maqdoom mohinuddin	Academic Consultant, Urdu
49	Dr.Summayya Tamkeen	Academic Consultant, Urdu



**CENTRE FOR STAFF TRAINING AND DEVELOPMENT (CSTD)  
DR. B. R. AMBEDKAR OPEN UNIVERSITY, HYDERABAD**

**One day Training Programme on “Online Teaching Tools and Content Management”  
for Teaching Staff on 27<sup>th</sup> October 2021**

<b>Inaugural Session</b> (10.00-10.30)	<b>Session - I</b> (10.30-12.00) <i>Introduction to Online Teaching and Learning</i>	<b>Session -II</b> (12.00-01.30) <i>Zoom: Features, Host Controls and Best Practices</i>	1.30 PM to 2.00 PM Lunch Break	<b>Session - III</b> (2.00- 3.30) <i>Content and Learners Management</i>	<b>Session - IV</b> (3.30-5.00) <i>How to Present yourself</i>
Inauguration Login By <b>Prof. K. Seeta Ramak Rao</b> Vice-Chancellor	Resource Person: <b>Prof. B.Raja Shekhar</b> Dept of Management Pro-Vice-Chancellor, UOH	Resource Person: <b>Jayati Thacker</b> Customer Success Manager (Zoom Video Communications)		Resource Person: <b>Prof. Madhusudhan Rao</b> Dept. of Education, UOH	Resource Person: <b>Prof.Rajiv Velicheti</b> Dept. of Theatre Arts, UOH

  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

**“Online Teaching Tools and Content Management”  
PROGRAMME SHEET**

**27.10.2021 (Wednesday)**

**INAUGURAL SESSION**

*10.00AM : Login by Participants*

*10:20AM : Welcoming participants & Brief Background*

*10:20-10:30 : Vice-Chancellor's Message*

**Time: 10.30AM – 12.00 PM (Session I)**

**Topic:** *Introduction to Online Teaching and Learning*

**Resource Person:** **Prof. B.Raja Shekhar**

Dept of Management, Pro-Vice-Chancellor, UOH

**Time: 12.00PM – 1.30 PM (Session II)**

**Topic:** *Zoom: Features host Controls and Best Practices*

**Resource Person:** **Jayati Thacker**

Customer Success Manager (Zoom Video Communications)

**Time: 1.30PM – 2.00 PM**

**LUNCH**

**Time: 2.00PM – 3.30 PM (Session III)**

**Topic:** *Content and Learners Management*

**Resource Person:** **Prof. Madhusudhan Rao**

Dept. of Education, UOH

**Time: 3.30PM – 5.00 PM (Session IV)**

**Topic:** *'How to Present yourself'*

**Resource Person:** **Prof. Rajiv Velicheti**

Dept. of Theatre Arts, UOH

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

Sl. No-8

File No-85



**Dr.B.R.Ambedkar Open University**  
Centre for Staff Training and Development

**Prof. Ghanta Chakrapani**  
Director

Phone No. (0) 040-23680360  
E-mail [cstd.braou@gmail.com](mailto:cstd.braou@gmail.com)

Lr.No. 87 /CST&D/Dr.BRAOU/2021-22

Date: 29-11-2021

To,  
The Registrar  
Director, Academic  
Dr. BRAOU, Hyderabad.

Sir,

**Sub:** Conducting workshop on "MOOC - Online Course Development for SWAYAM"  
- Reg.

\*\*\*


The Centre for Staff Training and Development (CSTD) of Dr.B.R.Ambedkar Open University is launching a MOOC on Online Course Development for SWAYAM in collaboration with Commonwealth Educational Media Centre for Asia (CEMCA). The Course is developed by Commonwealth Educational Media Centre for Asia (CEMCA) with highly experienced experts.

This course is designed for Teachers (any level) in diverse contexts. The Teachers will benefit from this course whether they are teaching face-to-face or in a distance/online environment.

The inaugural of the workshop will be held on 30<sup>th</sup> November, 2021, at 11.00 AM. The lectures will be live streamed over zoom from CSTD Multimedia lab. In this context, I request you to kindly attend the inaugural session at 11.00 AM on 30<sup>th</sup> November 2021.

Thanking you,

  
DIRECTOR

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

### Course Design and Development Team

- **Dr. Manas Ranjan Panigrahi**, Sr. Programme Officer (Education), CEMCA, New Delhi.
- **Dr. Anirban Ghosh**, Professor, Netaji Subhas Open University (NSOU), Kolkata.
- **Dr. G. Myrthili**, Dy. Director, STRIDE, IGNOU, India.
- **Late Dr. Nisha Singh**, Dy. Director, COL, IGNOU, India.
- **Dr. Jeetendra Pande**, Associate Professor, Utrarakhand Open University (UOU), Haldwani.

### Certification

A completion certification will be available based on your level of participation and completion of tasks/activities: a score of at least 50% is required on all quizzes.

### REGISTRATION:

To Register, please go to:  
<https://forms.gle/hB4nm7J5sIPKk47>

For more information:

**Dr. Shiffon Chatterjee**  
Sr. Programme Officer (Online and Blended Learning)  
Commonwealth Educational Media Centre for Asia (CEMCA),  
New Delhi, India. ([schatterjee@col.org](mailto:schatterjee@col.org))

**Prof. Chakrapani Ghanta**  
Director, Center for Staff Training and Development (CSTD)  
Dr. B. R. Ambedkar Open University  
Jubilee Hills, Hyderabad - Telangana  
([director-cstd@braou.ac.in](mailto:director-cstd@braou.ac.in))

**MOOC**  
Online Course  
Development  
for SWAYAM

CEMCA  
Online Faculty Development Programme (OFDP)  
Jointly offered by CEMCA and BRAOU


Registration starts: 25 November, 2021  
Course starts: 20 December, 2021

40th  
ANNUAL CONFERENCE  
OF THE  
INSTITUTE  
OF  
TECHNOLOGY  
AND  
MANAGEMENTS

The Covid-19 pandemic has caused havoc in the education system. To reach the learners, Indian universities and colleges are encouraged to make use of SWAYAM Online platform. SWAYAM, which stands for Study Webs of Active-Learning for Young Aspiring Minds, is an Indian Massive Open Online Course (MOOC) platform.

SWAYAM is an initiative launched by the Ministry of Human Resource Development, Government of India under Digital India to give a coordinated stage and free entry to web courses, covering all the levels of education institutions. UGC, New Delhi, is encouraging faculty members to submit their expression of interest for developing UG and PG courses. The top 100 universities under the NIRF ranking are being encouraged to start online courses as part of the self-reliant India campaign. The Government is also liberalising distance and online education regulatory framework.

Faculty members of universities and colleges require training so that they can design and develop quality online programmes based on the SWAYAM Guidelines. Hence, it is necessary to develop an online course on SWAYAM which will motivate and guide faculty members through the step-by-step procedure for development of courses for SWAYAM. This MOOC will build the capacities of the faculty members to develop Online Programmes.

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

# B.R. Ambedkar Open University, Hyderabad

Page No. ( 1 )

No.	Branch	Unit
Paragraph No.	<b>SUBJECT</b> <i>Online Course Development for SWAYAM</i>	
1.	<p>It is to submit that the Centre for Staff Training and Development (CSTD) launching online training programme for teachers in collaboration with Commonwealth Educational Centre for Asia (CEMCA) with the objective that they will learn the <u>SWAYAM framework for design of Online Courses under Faculty Development Programme (FDP)</u>. The University has signed an MoU with CEMCA to conduct training programmes for teachers working across the country. As agreed, the University has to offer this FDP to the teachers of all levels. Certificate will be provided by Dr. BRAOU and CEMCA jointly. <u>There will be no financial implication on the University.</u></p>	
2.	<p>This programme is very important because, the UGC floated EOI to develop <u>Online Courses for SWAYAM</u> and encouraged the faculty of HE institutions and Colleges to develop Online Courses. This requires, <u>awareness/ training of teachers on the four Quadrants as per the Guidelines of UGC.</u> This FDP will help teachers to get understanding on designing of Online Courses.</p>	
3.	<p>The objective of the partnership with CEMCA is to offer the MOOC on Online Course Development for SWAYAM which is developed by CEMCA. According to the MoU, CSTD of Dr. BRAOU shall be responsible to conduct the trainings and the Director, CSTD is point of contact. CSTD has to liaison with CEMCA and assist in customization of MOOC portal, creating course page and providing course details for the MOOC in November 2021. CSTD has to prepare a course introductory video and brochure in consultation with CEMCA for wide circulation and promotion of the MOOC in November 2021.</p>	
4.	<p>CSTD has to popularize the course using various ways to provide support for the enrolment at least 500 learners in the MOOC after successful conduct of trainings. For this it is agreed by the University to offer the MOOC on Online Course Development for SWAYAM (two week) for one cycle in December 2021.</p>	
5.	<p>This course is designed for Teachers (any level) in diverse contexts. Anyone interested in improving e-Content/Course development for SWAYAM can join this MOOC. The total duration is 2 weeks, the work load is only 3-5 hours per week.</p>	
6.	<p>As agreed in MoU, the University has to conduct the course successfully by acknowledging CEMCA's contribution for this activity by displaying CEMCA/COL logo in all activities/workshop banners, publications, posters, pamphlets, websites and related news for this activity; Contribution of</p>	

Nothing to be written here

81/04/CSTD  
15/11/2021

749/For  
10/11/22

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

# Dr. B.R. Ambedkar Open University, Hyderabad


Paragraph No.	File No.	Branch	Unit	Reference
	<b>SUBJECT</b> Online Course Development for SWAYAM			
13.	As the UGC is insisting on it, full-time teachers who develop a content may be encouraged by awarding five (5) grade points for development of each credit course as part of BRAOU curriculum and two (2) grade points for a non-credit course.			
14.	To conduct the programmes, as per the CEMCA norms a second contact person is required. The CSTD proposes Dr. Rabindranath Solomon, Faculty Member of commerce as second contact person and would like to appoint him as training coordinator for this cycle.			
15.	As our LMS is not ready, CEMCA agreed to host the programme in their cloud and LMS however, a technical person is required to coordinate with CEMCA technical team during the training. Computer centre is requested to depute Mr. Yashwant to CSTD during the training programme and uninterrupted power supply, internet service may also be ensured during the period.			
16.	Paras 11-15 submitted for the approval of Vice-chancellor.			
	Asst.Registrar	Director	12/11/2021	V.E
17.	Director CSTD for the	G. Lane	20/11/21	agreed 18/11/21 VC
18.	As per the agreement and MoU with CEMCA the CSTD has successfully conducted the first MOOC on 'online Course Development for SWAYAM'. The course was launched on 25 November 2021 by Prof. Limbadri, Chairman State Council for Higher Education and			

Nothing to be written here

Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033  
 Director, CIQA  
 Authorized Signatory

100/2391  
 15/11/21

666/14P  
 15/11/21

  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

# Dr. B.R. Ambedkar Open University, Hyderabad

Page No. ( 5 )

Paragraph No.	File No. 53      CSTD Branch      Unit	Reference
22.	<p>Since the course is completed, CSTD need to bring report and also need to make payments as sanctioned by CEMCA, the total sanctioned amount for (Rs. 85000) the programme may be transferred to CSTD.</p> <p>The same will be settled once the payments are over.</p> <p>Pages 20, 21 and 22 submitted for approval.</p> <p><i>KSL</i> AR 10/11/22</p> <p><i>[Signature]</i> Director</p> <p><i>Anu Priya-Audit</i> 10/11/22</p> <p><i>AR-II</i> MEM 10/10/2022</p>	<p>F/O</p> <p>Registrar</p>
23.	<p>Submitted para No's 1 TO 22 for perusal and if agreed para No. 20 TO 22 for approval please the for Rs. 45,000/- (Chasing fees for transport charges, (Analysis) expenditure may be met from the HOA, for, Govt, Staff training programmes Maintenance of buildings the budget provision Rs. 29,85,500/- is available in the above head during the financial year - 2021-22. Subject to Reimbursement of the same once the CEMCA funds received.</p> <p><i>[Signature]</i> Jact</p> <p><i>[Signature]</i> AR 11/11/22</p> <p>AR</p> <p><i>F.O.</i></p> <p><i>[Signature]</i> REGISTRAR</p>	<p>V.C</p>
24	<p>Drawn (CSTD) for the G.Land</p>	<p><i>[Signature]</i> 2.8/10/22</p>

Nothing to be written here

01/10/2022 / CSTD  
10/11/2022

749/POF  
24/11/22

50/2/270  
24/11/22

876/RP  
22/11/22

He

Paragraph No.	File No. Branch Unit	Reference
	<b>SUBJECT</b>	
29.	<p>As per the approval of the Vice-chancellor at Para No.27 dt. 4.2.2022, of the note file. A Contingent bill is prepared for the Advance Rs.85,000/- (Rupees Eighty five thousand only) to Conducted a two weeks workshop on "Online Course Development for "SWAYAM".</p>	
30.	<p>Hence a Contingent bill along with the file is submitted to the Finance branch the bill may be passed for Rs.85,000/- (Rupees Eighty five thousand only) the cheque may be issued in favour of the Director (CSTD) Dr. BRAOU, Hyd.</p> <p>K. Swarna Khatun Asst. Registrar 5/2/22</p> <p><i>[Signature]</i> Director 5/2</p>	F.O.

Nothing to be written here

04/low/cstd  
5/2/22

*[Signature]*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033





# Dr. B.R. AMBEDKAR OPEN UNIVERSITY

Prof. G. Ram Reddy Marg, Road No. 46, Jubilee Hills, Hyderabad - 500 033. (TS) INDIA.

Dr. A. VENKAT RAM NARSIMHA REDDY  
REGISTRAR I/c

Date :

To  
Sri Sushil Kumar Tanwar  
Head, Admn. & Finance  
Commonwealth Educational Media Centre for Asia  
7/8, Sarav Priya Vihar,  
New Delhi - 110 016

Date: 18-05-2022

Sir,

Sub: Dr.BRAOU - Estt. - Online course development for SWAYAM -  
Forwarding of Utilization Certificate - Reg.  
Ref: CEMCA/Higher Education dated 29-10-2021  
Budget Code: 22-ED3-372/1


\*\*\*\*\*

With reference to the subject cited, as per the MoU entered, the Staff Training & Development Branch of Dr. B. R. Ambedkar Open University has developed the MOOC on Online Courses for SWAYAM which is developed by Commonwealth Educational Media Centre for Asia (CEMCA). In this connection, the University has spent an amount of Rs.85,000/- (Rupees eighty five thousand only) as per the budget sanctioned by the CEMCA vide reference cited above. The relevant bills and the Utilization Certificate issued by the District Audit Officer, State Audit, Dr. BRAOU, Hyderabad are enclosed for your kind reference and to reimburse the amount of expenditure incurred i.e., Rs.85,000/- (Rupees eighty five thousand only) and the cheque may be issued in favour of the Registrar, Dr.B.R.Ambedkar Open University, Hyderabad.

Thanking you Sir

Yours Sincerely,

  
REGISTRAR I/c

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

**DR.B.R.AMBEDKAR OPEN UNIVERSITY**  
Prof.G.Ram Reddy Marg, Road No.46, Jubilee Hills, Hyderabad- 500 033

Lr.No.86/CST&D/Dr.BRAOU/2021

Date: 25-11-2021.

**CIRCULAR**

Sub:-MOOC-Online Course Development for SWAYAM-Reg.

The CSTD is launching **MOOC-Online Course Development for SWAYAM** in collaboration with CEMCA, New Delhi. This course is designed as per the pace and convenience of the learners. It is of two weeks duration with a workload of 3-5 hours per week. The course begins on 20<sup>th</sup> December 2021 for which registrations are currently open.

In accordance with the Honourable Vice Chancellor's approval, this course is mandatory for all the teachers working in the University. Teachers are requested to register and complete the course.


After the completion of the course, if the teacher prepares and offers a credit course which is part of the university curriculum, through MOOC they will be awarded 5 grade points. If it is a non-credit course, 2 grade points will be given.

For such courses, technical support will be extended by SWAYAM. Courses developed by the teachers will also be placed on LMS going to be developed by the Centre for Online Learning at BRAOU.

  
DIRECTOR (CSTD)

**Copy to:**

1. The Director, Academic/ SSB/ GRADE-CIQA/DEB-UGC Affairs & CD
2. The Officer In-charge Material Production/Online Learning.
3. The Officer In-charge AVP&RC
4. The Officer In-charge CSD&CP
5. The Finance Officer
6. The Controller of Examinations I/c.
7. The In-charge Computer Centre/ WDEC/ University Library
8. The Dean, Student Affairs
9. The, Co-ordinator, Social Science (P.G. Programmes at Campus Study Centre)
10. The Assistant Registrar (Admn)
11. The Public Relation Officer
12. Dean, Faculty of Social Science/ Faculty of Arts/ Faculty of Commerce/ Faculty of Sciences/  
Faculty of Education.
13. PA to Vice- Chancellor
14. PA to Registrar
15. File

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

✓

**UTILIZATION CERTIFICATE**

Certified that an amount of Rs.85,000/-(Eighty Five thousand only) received from Dr.BRAOU, University own funds vide voucher No.12097,dated, 15.02.2022 is utilized towards the expenditure on "Online course development for SWAYAM" by Director, Centre for staff training and Development, Dr.B.R.Ambedkar Open University.

Certified that I have satisfied myself that the conditions on which the fund was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was permitted by Commonwealth Educational Media Centre for Asia(CEMCA)

  
**FINANCE OFFICER**


**FINANCE OFFICER**  
Dr. B.R. Ambedkar Open University  
Jubilee Hills, Hyderabad.

  
**AUDIT OFFICER**

*District Audit Officer*  
**STATE AUDIT**  
Dr. B.R. Ambedkar Open University  
(Audit Party), Jubilee Hills, Hyderabad.

  
**REGISTRAR**

**REGISTRAR**  
Dr. B. R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD - 500033.

  
**Authorized Signatory**  
**Director, CIQA**  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

MOC, online Course Development for Swayam

Registration starts 25<sup>th</sup> November-2021

Course starts 20-12-2021

① Ssi. Navin Mittal, IAS  
Commissioner of Collegiate & Technical Education,  
Government of Telangana.

② Smt. Anitya Rajendry, IAS  
Sri. Sandeep Kumar, Sultanabad, IAS (Double line)  
Secretary to Government, AH, DD and Fisheries

③ Smt. S. Vijayalakshmi Bai  
Director, Adult Education, Telangana

④ Dr. G. Vsha Rani  
Director & Special officer, Director,  
Janahar Bal Bhavan

⑤ Ssi. Ch. Ramana Kumar  
Secretary T.R.E.I. Society

⑥ Ssi. A. Satyanarayana Reddy  
Director Telangana Open School Society

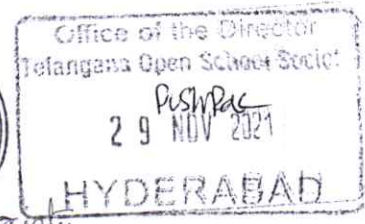
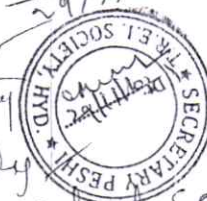
⑦ Prof. R. Anilimadri  
Chairman  
Telangana State Council of Higher Education.

⑧ Dr. N. Srinivas Rao  
Secretary to chairman  
Telangana State Council of Higher Education.

⑨ Ssi. Rahul Bojja, IAS  
Secretary (FA) schedule Caste (Development) Welfare,  
Telangana

⑩ Dr. Christina Z. Chongthu, IAS  
Secretary  
Schedule Tribal Welfare, Welfare, Telangana.

⑪ Ssi. Navin Mittal, IAS  
Commissioner of Collegiate Education,  
Govt of Telangana

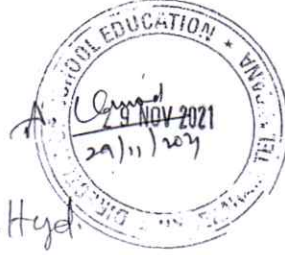


Sri. B. Vankatesham, IAS  
Backward class welfare, Telangana

C. S. J.  
27 NOV 2021.

(13) Sri, Navin Mittal, IAS  
Technical Education,  
Government of Telangana.

(14) Smt. A. Sri Devasena, I.A.S  
State Project Director  
Telangana Samagra Samagra Shiksha, Hyd.



(15) Sri. Sandeep Kumar Sultania, IAS  
Secretary to Government, Att, DD & Fisheries.  
D' Block, 1st Floor, Room No. 262,  
Telangana Secretariat,  
Hyderabad-500022.  
Phone, 914023450423  
Email: pnscahf@telangana.gov.in  
Fax-914023455543

(16) Sri. Syed Omer Tajeel, IAS.  
Secretary, Board of Intermediate Education,  
Govt of Telangana, Vidya Bhawan, Nampally.

500001.

Received copy  
29/11/2021.

Names written ✓

① Sri Sandeep Kumar - SPVVM Veterinary University,  
Sultana (IAE) - Rajendra Nagar, Hyd.  
Ph: - 9140-24012869 (040)  
fx: - 9140-24002114. 50003

② Smt. A. Sridharasena (IAS) - Commissioner & Directorate of  
School Education.  
B-Block 2, Telephone Bhan Road,  
Saifabad, Khairatabad, TS 50004.

③ Smt S. Vijayalakshmi Bai Director of Adult  
Education,  
3<sup>rd</sup> Floor A Block, A.C  
guards, Khairatabad 50002  
040-23244620

④ Sri Ch. Ramana Kumar. TRFI - Society.  
4<sup>th</sup> Floor DSS Bhan,  
Opp. of Chacha Nehru Park,  
Masab Tank, Hyd 500026

⑤ M. G. Vsha Rani Director, Jawahar Bal Bhan  
Public Gardens, Nampally,  
500001, 040 23233956  
040 23299946,  
9849909183,

Sri A Sahyanarayana Reddy

Telangana Open Society,  
2nd Floor, OPP CB  
Stadium, 'E' Gate,  
S.C.E.R.T. Campus, Basheer  
Bagh, Hyd TS 50001.

①

Chairman.  
Prof. R. Limbada.  
Dept of Public  
Administration O.U.  
Hyd.

Telangana State Council of  
Higher Education -

JNARU Building, 1st Floor, Mahaveer  
Marey, OPP Mahaveer Hospital, Masab  
Park, Hyd, 500028.  
040-23311879.

②

Secretary :-  
Dr. N. Srinivasa Rao  
Asso. Professor Physics,  
Govt of TS  
No 32710427 (m)

11

③

Sri Rahul Boffa, IAS

Scheduled Caste Develop  
ment Dept. Govt of T.S  
2nd floor, DSS Bharan,  
Masab Park, Hyd - 500027

④

Dr. Christina - Z -  
Chongthu, IAS Secretary  
23453401,  
23453403.

Scheduled Tribal Develop -  
ment Dept. Govt of TS  
~~2nd floor~~  
Ground floor, DSS Bharan.

Sri B. Venkatesham, IAS

6<sup>th</sup> Floor, DSS Bhavan,  
Onaisipura Rd, Onaisipura  
Masab Tank, Hyd. 50028

040-23319254.

(B) Sri Syed Omer Jaleel  
I.A.S

Secretary Board of  
Intermediate Education,  
Govt of Telangana,  
Vidhyaja Bhavan, Nampally,  
50001.

040-24603314.

1) Sandeep Kumar ✓  
Sultans (IAS)



SIND-9 ✓  
File No - 86  
Dr. B.R. Ambedkar Open University, Hyderabad

Page No. ( 1 )


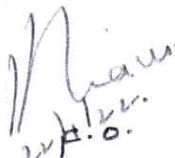
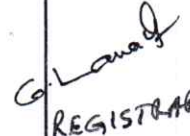
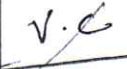
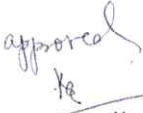
File No.	Branch	Unit
Paragraph No.	<b>SUBJECT</b> Understanding Online Education - a Policy Perspective.	
1)	Online education system is the growing phase of education system in India. Since the new educational policy came in 2020, many changes have been taking place in education system including ODL. <i>with framework policy in</i>	
2)	At national level the ministry of Human-Resource Development (HRD) and UGC is encouraging institutions to introduce blended mode of teaching & learning which includes both Online & offline. On the other hand UGC is going to identify top 100 universities based on NIRF ranking to start online courses as part of the self relevant India Campaign. <i>Education (MOE)</i>	
3)	The Government of India is liberalising the distance and online education regulatory framework to encourage maximum enrolments to reach Gross enrolment ratio targets. The NAAC framework for assessment and accreditation also insisting for institutional arrangements for online education.	
4)	Keeping the growing importance for online education in view, the University established a 'Centre for Online Learning' recently and some of the courses with the support of CEMCA are being launched.	
5)	On the other hand CSTD also conducting various trainings, workshops and lecture programmes under faculty development programmes to equip teachers in the field of online teaching & learning including blended mode. <i>including blended mode</i>	
6)	In this context it is felt that a detailed orientation is required to all teachers particularly academic officers and administrators working in the university to give a clear policy perspective on online education. The primary objective of this lecture is to give a preliminary understanding of Online Education System, its procedures and protocols.	
7)	CSTD is proposing an orientation lecture on " <b>Understanding Online Education- a Policy Perspective</b> " by Prof. Vasuki Belavadi, faculty fellow, UNESCO chair, Department of Communication, University of Hyderabad. Vasuki is also an expert in digital learning and online education resources.	
8)	The lecture will be organised on 31 <sup>st</sup> January 2022 from 2pm to 5pm in blended mode, all the Academic, Administrative officers will attend physically and remaining teachers will participate online through zoom.	

Nothing to be written here

787/FOA  
22/1/22

*[Signature]*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

# Dr. B.R. Ambedkar Open University, Hyderabad

Paragraph No.	File No. 54                      CSTD Branch                      Unit	
10	<p>SUBJECT</p> <p>submitted para No. 1 to 9 of note file for perusal if agreed para No. 9 may be approved please the expenditure <del>not</del> may be met from the Head of Account 6. CSTD. 557. Staff training programmes The Budget provision is available as update for the Financial year 2021-22.</p> <p style="text-align: center;">                   AR             </p> <p style="text-align: center;">                   G. Laxmi                  A.O.             </p> <p style="text-align: center;">                   G. Laxmi                  REGISTRAR             </p> <p style="text-align: center;">                   V.C             </p> <p style="text-align: center;">                 Approved by                    28/01/22                  VC             </p> <p>Drawn (CSTD) file G. Laxmi</p>	Reference
11.	<p>As per the approval of the Vice-Chancellor at Para No. 10. dt. 28-01-2022. of the note file. A Contingent bill is prepared for the advance Rs. 5,500/- (Rupees five thousand five hundred only) to conduct an Orientation lecture on "Understanding Online Education" a policy perspective on 9.02.2022 to all the Academics,</p>	


Nothing to be written here

787/F.09  
22/1/22

160/2569  
28/1/22

877RP  
22/1/22

03/02/CSTD  
22/2/22

  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500088


# Dr. B.R. Ambedkar Open University, Hyderabad

Page No. ( 5 )

File No.	Branch	Unit											
Paragraph No.	<b>SUBJECT</b> Orientation Lecture on "Understanding Online Education" a policy perspective on 09-02-2022 - Settlement of Advance - Reg		Reference										
13.	<p>The C.B.No. 3175, Dt. 04/02/2022, is passed for Rs. 5,500/- [Five thousand five hundred Rupees only] Towards advance <del>for</del> to conduct an orientation lecture on 09.2.2022. And the cheque may be issued in favour of Director CSTD, Dr. BRAOU, Hyderabad.</p> <p>W/abdy Jact JACT</p> <p style="text-align: center;">Dus 05/2/22 Supdl</p> <p style="text-align: center;">D/AM 05/2/22 A-25</p>												
14	<p>It is to submit that an amount of Re. 5,500/- (Rupee five thousand five hundred only) has been drawn as an advance to meet the Expenditure for Lecture on 11-02-2022 "Understanding online Education a policy perspective. The details of Expenditure incurred as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1) Honorarium for Resource Person - for one day</td> <td style="text-align: right;">2,500-00</td> </tr> <tr> <td>2) Local Conveyance for Resource - Person for one-day</td> <td style="text-align: right;">500-00</td> </tr> <tr> <td>3) Flex x Banners</td> <td style="text-align: right;">- 1,000-00</td> </tr> <tr> <td>4) Hospitality Expenditure</td> <td style="text-align: right;">- 1,500-00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right; border-top: 1px solid black;">5,500-00</td> </tr> </table>		1) Honorarium for Resource Person - for one day	2,500-00	2) Local Conveyance for Resource - Person for one-day	500-00	3) Flex x Banners	- 1,000-00	4) Hospitality Expenditure	- 1,500-00	Total	5,500-00	
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2) Local Conveyance for Resource - Person for one-day	500-00												
3) Flex x Banners	- 1,000-00												
4) Hospitality Expenditure	- 1,500-00												
Total	5,500-00												

Nothing to be written here

07/CSTD/OW  
16/3/22

  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033



**Centre for Staff Training and Development (CSTD)  
Dr. B. R. Ambedkar Open University, Hyderabad -33**

**Invitation**

You are cordially invited to attend an Orientation Lecture  
on “**Understanding Online Education-A Policy Perspective**”  
for the Teaching Staff Working in Dr.BRAOU.

by

**Prof. Vasuki Belavadi,**  
faculty fellow, UNESCO Chair,  
Department of Communication, University of Hyderabad.

*Chief-Guest*

**Prof. K. Seeta RamaRao**  
Vice-Chancellor, Dr.BRAOU.

Date: 11<sup>th</sup> February 2022, at 2.00 PM  
At Multimedia Centre, CSTD.

**Join Zoom Meeting**

Meeting ID: 817 7793 6254  
Passcode 11022022

**Ghanta Chakrapani**  
Director

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

**DR.B.R.AMBEDKAR OPEN UNIVERSITY**  
Prof.G.Ram Reddy Marg, Road No.46, Jubilee Hills, Hyderabad- 500 033

Lr.No.13/CST&D/Dr.BRAOU/2022

Date: 07-02-2022.

**CIRCULAR**

It is to inform that CSTD is conducting an Orientation Lecture on “**Understanding Online Education-A Policy Perspective**” by Prof. Vasuki Belavadi, faculty fellow, UNESCO Chair, Department of Communication, University of Hyderabad. Vasuki is expert in the field of Digital Learning, Online Education Resources and Audio-Visual Media.

The lecture will be organised on 11<sup>th</sup> February 2022 at 2:00pm at Multimedia Centre of CSTD, in blended mode. All the academic and administrators are requested to attend the lecture physically and remaining teachers may join the meeting online through zoom. The link will be forwarded soon.

  
DIRECTOR (CSTD)

Copy to:

1. The Director, Academic/SSB/ GRADE/CIQA/DEB-UGC Affairs & CD
2. The Officer In-charge Material Production/Online Learning.
3. The Officer In-charge AVP&RC
4. The Officer In-charge CSD&CP
5. The Controller of Examinations I/c.
6. The In-charge Computer Centre/ WDEC/ University Library
7. The Dean, Student Affairs
8. The, Co-ordinator, Social Science (P.G. Programmes at Campus Study Centre)
9. Dean, Faculty of Social Science/ Faculty of Arts/ Faculty of Commerce/ Faculty of Sciences/ Faculty of Education.
10. PA to Vice- Chancellor
11. PA to Registrar
12. File

o/c

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

# Understanding Online Education: A Policy

Perspective on 11-02-2022, 2:00 PM.  
At Multimedia Centre. ESTD

- 1) Vice-Chancellor Dr. BRAOU -
- 2) Dr. G. Lakshma Reddy, Registrar, Dr. BRAOU - 9/2/22
- 3) Prof. E. Sudha Rani - Director (Acad.) - 9/2/22
- 4) Dr. Banoth Lal - Director (SSB) - 9/2/22
- 5) Dr. Vaddanam Srinivasa Rao, officer I/c - Dimp - 9/2/22
- 6) Dr. Gunti Ravinder, officer I/c - (AUPARC) - 9/2/22
- 7) Prof. P. Madhusudhan Reddy - Director (Grade) - 9/2/22
- 8) Dr. D. Rabindranath Solomon, officer I/c. - 9/2/22
- 9) Prof. Shakeela Khanam - 9.2.22
- 10) Smt. N. Hema Bhanu, F.O. - 10/2/22
- 11) Dr. A.V.N. Reddy, COE - 9/2/22
- 12) Dr. G. Sasoga - 10/2/22
- 13) Smt. B. Lakshmi Prasad - 9/2/22
- 14) Smt. D. Vasanth Rao - 9/2/22
- 15) Dr. K. Prameela - 9/2/22
- 16) Dr. N. Rajani - 9/2/22
- 17) Dr. P. Venu Gopal Reddy - 9/2/22
- 18) Dr. P. Venkat Ramana - 9/2/22
- 19) Dr. B. Srinivasa - 9/2/22
- 20) Dr. G. Dayakar - 9/2/22
- 21) Dr. Y. Venkateswaly - 9/2/22
- 22) Dr. Kanaka Durga - 9/2/22
- 23) The Dean - Prof. E. Sudha Rani  
Faculty of Arts. Prof. Shakeela Khanam - 10/2/22
- 24) The Dean - Prof. I. Anand Pawar  
Faculty of Commerce. - 9/2/22
- 25) The Dean - Prof. G. Pushpa Chakrapani  
Faculty of Science. - 9/2/22

Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

### Who Should Participate:

This capacity building programme is for higher education teachers of Telangana and Andhra Pradesh working in State and Central Universities, Degree Colleges and Professional institutions.

### Registration and Fee:

The programme is FREE; however, participants need to register online by visiting Dr. BRAOU website [www.braou.ac.in](http://www.braou.ac.in) or fill the Google form <https://forms.gle/nS4bRR8njd6D2LiK9>

### Important Dates:

**Last date for Registration:**

March 12<sup>th</sup> 2022

### Commencement of Sessions

**Week-I March 14<sup>th</sup> - 19<sup>th</sup> 2022**

**Week-II March 21<sup>st</sup> - 25<sup>th</sup> 2022**

### Timings:

Monday to Friday

Daily 2 Hours from 3:00 - 5:00 PM

### Certification:

After successful completion of the programme a Certificate is issued by the University.

### For further information

#### Prof. Ghanta Chakrapani

Director

Centre for Staff Training and Development (CSTD)

Dr. B. R. Ambedkar Open University

Jubilee Hills, Hyderabad, Telangana

Phone: 040-23680360

#### Dr. Shiffon Chatterjee

Senior Programme Officer

Commonwealth Educational

Media Centre for Asia (CEMCA)

New Delhi

#### Dr. D. Rabindranath Solomon

Coordinator - online Training Programmes

Centre for Staff Training and Development (CSTD)

Dr. B. R. Ambedkar Open University

Jubilee Hills, Hyderabad, Telangana

Phone: 040-23680449



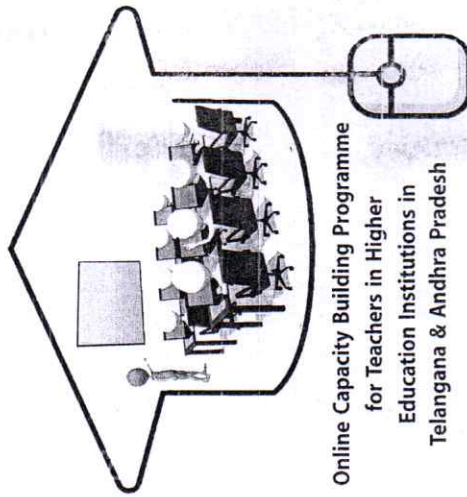
**Dr. B. R. Ambedkar Open University**

In collaboration with

**Commonwealth Educational Media Centre for Asia**

Presents

## BLENDED LEARNING IN HIGHER EDUCATION INSTITUTIONS



Online Capacity Building Programme

for Teachers in Higher

Education Institutions in

Telangana & Andhra Pradesh

**14 - 25 March, 2022**

Centre for Staff Training and Development

**Dr. B. R. AMBEDKAR OPEN UNIVERSITY (BRAOU)**

Road No. 46, Jubilee Hills, Hyderabad, Telangana

+91-40-23545794 director-cstd@braou.ac.in www.braou.ac.in

Authorized Signatory

Director, CIQA

**Dr. B. R. Ambedkar Open University**

**Hyderabad - 500033**

Authorized Signatory  
Dr. B. R. Ambedkar Open University  
Hyderabad - 500033

Training is the process of enhancing the skills, capabilities and knowledge of employees for doing a particular job. Training moulds the thinking of employees and improves the performance of organisation. Training is a continuous and never-ending activity.

Keeping this concept in mind, Dr. B.R. Ambedkar Open University established the Centre for Staff Training and Development (CSTD) with a mandate of providing and upskilling the employees working in the University so as to keep them abreast of the latest developments in the field of Education. CSTD brings the latest technologies available in the academic realms to its teachers and keeps them Up To Date.

CSTD is a Human Resource Development and Training division of the University, which provides in-service training to all its employees and functionaries. Spreading its wings, CSTD has now opened its doors to Teachers and employees of other universities and institutions to include them in the capacity building process. It has organised a Two-Week Online Course Development for SWAWAM in collaboration with Commonwealth Educational Media Centre for Asia (CEMCA) to all the Teachers working in schools and colleges from KG to PG. over 2000 Teachers working across states have participated in these online Training Programs and benefited out of it.

Another step towards meeting the changing needs of Education Delivery mechanisms, CSTD is collaborating with several national and international agencies in the field of Edu. Technology embracing innovative Teaching and Learning methodologies.

#### Commencement of Sessions

**Week-I March 14<sup>th</sup> – 19<sup>th</sup> 2022** **Week-II March 21<sup>st</sup> – 25<sup>th</sup> 2022**

**Timings:** Monday to Friday Daily 2 Hours from 3:00-5:00 PM

**Zoom Meeting ID: 874 5025 3146**

**Passcode: 129183**

**Co-ordination Team:**

**Prof. Ghanta Chakrapani**

Director

CSTD - BRAOU

**Dr. Shiffon Chatterjee**

Senior Programme Officer

CEMCA, New Delhi

**Dr. D. Rabindranath Solomon**

Coordinator

CSTD - BRAOU



Centre for Staff Training and Development (CSTD)

**Dr. B. R. AMBEDKAR OPEN UNIVERSITY**

Jubilee Hills, Hyderabad - 500 033, Telangana State.

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Director, CIQA

Dr. B.R. Ambedkar Open University  
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## BLENDLED LEARNING IN HIGHER EDUCATION INSTITUTIONS

Online Capacity Building Programme for Teachers in Higher Education Institutions in Telangana & Andhra Pradesh

14 - 25 March, 2022

The COVID-19 pandemic has created the largest disruption of education systems in the history, affecting almost all the institutions and countries across the globe. The educationists and policy makers are trying to identify alternatives for class room teaching and learning to overcome the situation. In India, in the wake of the COVID pandemic, the University Grants Commission (UGC) is recommending for "Blended mode" of learning to manage the situation.

To get ready for the new kind of teaching learning environment and to enhance the skills of teachers working in higher Education Institutions the Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi has designed Capacity Building Programmes for Teachers working in the Higher Education Institutions. Dr. B.R. Ambedkar Open University (BRAOU), Hyderabad collaborated with CEMCA to conduct training programmes to teachers on the Implementation of Blended Learning in Higher Education Institutions in Telangana and Andhra Pradesh

Centre for Staff Training and Development (CSTD), a Human Resource Development Unit of Dr. B.R. Ambedkar Open University in collaboration with CEMCA will organise this online Capacity building Programme for Teachers working in the Higher Education Institutions both in Telangana and Andhra Pradesh.

In blended learning mode ICT plays a key role where teachers need to effectively integrate the technology in their teaching for providing uninterrupted quality teaching and learning. Recognising this need, BRAOU-CEMCA proposes to support a Capacity Building Programme for higher education teachers in Telangana and Andhra Pradesh. The programme will have a two-fold interrelated objective of capacity building in

- Blended learning design and delivery.
- ICT skills for higher education and

The main objective of the programme is to develop skills related to online and Blended mode of teaching for the teachers working in the field of Higher Education in both Telangana and Andhra Pradesh States by using ICT. It will be conducted online mode, synchronous training on Zoom.

#### Learning Outcomes:

On completion of the capacity building programme, teachers will be able to:

- Select, adopt, and utilize a variety of ICT tools for teaching and learning.
- Apply blended learning principles in course design, development, and delivery.
- Evaluate and effectively use appropriate ICT tools and platforms for blended learning.
- Assess the design and delivery of blended learning.



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**“Blended Learning in Higher Education Institutions in Telangana and  
Andhra Pradesh”  
PROGRAMME SHEET**

**14.03.2022 (Monday)**

**INAUGURAL SESSION**

- 02:30 PM:** Login by the Participants
- 02:35PM :** Welcoming the participants & Brief Background by Prof. Chakrapani,  
Director, CSTD.
- 02:40PM:** Brief Message by the Guest of Honor Prof. Manas Ranjan Panigrahi,  
Senior Program Officer (Education) CEMCA, New Delhi.
- 02:45PM:** Brief Message by Guest of Honor, Dr. Shiffon Chatterjee  
Senior Programme Officer (Online and Blended Learning) CEMCA.
- 02:50PM:** Message by Chief Guest Prof. K.Seetharama Rao,  
Vice- Chancellor, Dr.BRAOU.
- 02:55PM:** Closing Remarks by Dr. G.Laxma Reddy,  
Registrar,Dr.BRAOU.
- 03:00PM:** Vote of thanks by Dr. Rabindranath Solomon,  
Coordinator, Online Training Programs, CSTD.

  
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Centre for Staff Training and Development (CSTD)  
Dr. B. R. Ambedkar Open University, Hyderabad -33

## Invitation

You are cordially invited to attend an Orientation Lecture  
on "Understanding Online Education-A Policy Perspective"  
for the Teaching Staff Working in Dr.BRAOU.

by  
**Prof. Vasuki Belavadi,**  
faculty fellow, UNESCO Chair,  
Department of Communication, University of Hyderabad.

*Chief-Guest*  
**Prof. K. Seeta RamaRao**  
Vice-Chancellor, Dr.BRAOU.

Date: 11<sup>th</sup> February 2022, at 2.00 PM  
At Multimedia Centre, CSTD.

### Join Zoom Meeting

Meeting ID: 817 7793 6254  
Passcode 11022022

**Ghanta Chakrapani**  
Director

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**Schedule of online Capacity Building Program: Blended Learning in Higher Education Institutions in Telangana and Andhra Pradesh**

**First Week**

<b>Training Program: I Blended Learning: Principles, Design, and Delivery</b>		
<b>Date</b>	<b>Topic</b>	<b>Resource Persons</b>
14-03-22	Overview of Blended Learning <ul style="list-style-type: none"> <li>• Concept of blended learning</li> <li>• Blended Learning Principles</li> </ul>	Prof. B. Raja Shekhar School of Management Studies, University of Hyderabad
15-03-22	<ul style="list-style-type: none"> <li>• Models of blended learning: Different Approaches and scenarios</li> <li>• Benefits and challenges in practice.</li> </ul>	
16-03-22	Design of Blended Learning Lessons <ul style="list-style-type: none"> <li>• Instructional design for blended learning</li> <li>• Synchronous and asynchronous activities</li> </ul>	Prof Deepa Sikand Professor and Head Department of Education Guru Nanak Dev University Amritsar
17-03-22	<ul style="list-style-type: none"> <li>• Guidelines/templates for design and development of a blended learning lesson</li> </ul>	
19-03-22	<ul style="list-style-type: none"> <li>• Assessment in Blended learning</li> </ul>	Prof. Vasuki Belavadi, Professor Department of Communication, Director e-Learning Centre University of Hyderabad and Faculty Fellow, UNESCO Chair on Community Media.

**Second Week**

<b>Training Program: II ICT Skills for Teachers</b>		
<b>Date</b>	<b>Topic</b>	<b>Resource Person</b>
21-03-22	Basic ICT Skills for teaching and learning <ul style="list-style-type: none"> <li>• Create and manage documents, spreadsheets applications and presentations.</li> <li>• Web browsing</li> </ul>	Prof. K. Srinivas, Head of the ICT and Project Management Unit. National Institute of Educational Planning and Administration (NIEPA),
22-03-22	Basic ICT skills for teaching and learning <ul style="list-style-type: none"> <li>• ICT enabled communication with peers and students</li> <li>• Collaboration using digital tools such as Padlet, Google Docs</li> <li>• Creation of mind-maps</li> </ul>	
23-03-22	Content creation using ICT <ul style="list-style-type: none"> <li>• Create and edit videos using applications such as Screencast-O-Matic, Production Tube, Free Cam and Open Shot</li> </ul>	
24-03-22	Content delivery using ICT <ul style="list-style-type: none"> <li>• Communicate content using social media such as YouTube and WhatsApp</li> <li>• Conduct synchronous online Teaching sessions using tools such as Zoom</li> <li>• Learning management systems: Moodle, Google Classroom</li> </ul>	
25-03-22	ICT for assessment <ul style="list-style-type: none"> <li>• Assessment using tools such as Google Forms, Hot Potatoes</li> </ul>	

  
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File No. 55

Branch CSTD

Unit

Paragraph  
No.

**SUBJECT** Capacity Building Programme on ICT and Blended Learning for Teachers Working in Higher Education Institutions in Telangana and Andhra Pradesh

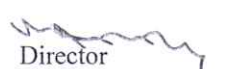
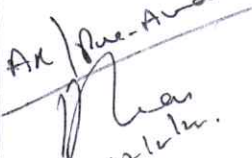
Reference

- 1) The COVID-19 pandemic has created the largest disruption of education systems in the history, affecting almost all the institutions and countries across the globe. The educationists and policy makers are trying to identify alternatives for class room teaching and learning to overcome the situation.
- 2) In India, in the wake of the COVID pandemic, the University Grants Commission (UGC) has prepared a concept note where it has recommended a "Blended mode" of learning to manage the situation. According to UGC 'Blended' model up to 40 percent of a course will be taught online and the rest 60 percent through traditional, offline methods in all higher education institutions. Similarly, the Open Universities also has to design the counselling sessions in Blended mode.
- 3) To get ready for the new kind of teaching learning enhancement of skills of teachers is important. For this purpose, the Commonwealth Educational Media Centre for Asia (CEMCA) has designed a Capacity Building Programmes for Teachers working in the Higher Education Institutions on ICT and Blended Learning.
- 4) CEMCA has recognised the CSTD-BRAOU as one of the potential trading centre and permitted conduct programmes to develop skills related to online and Blended mode of teaching for the teachers working in the field of Higher Education both Telangana and Andhra Pradesh States.
- 5) On November 10, 2021, the University has entered an MoU with the CEMCA to conduct training programmes to teachers of Higher Education on Implementation of ICT and Blended Learning in Higher Education Institutions in Telangana and Andhra Pradesh, through Capacity Building Programme for Teachers.
- 6) As per the agreement the CSTD shall be responsible to conduct and coordinate a 10-day capacity building programme (as per outline in Annex 1) by mobilising 250 higher education teachers in Telangana and Andhra Pradesh for this programme. This capacity building programme is for higher education teachers in Telangana and Andhra Pradesh including faculty members of Dr. B. R. Ambedkar Open University, Academic Counsellors, teachers from the Open University Study Centres and other higher education institutions in the two states. It is estimated that 250 higher education teachers will participate in this programme. Permission may be accorded to all the teachers and other teaching staff to join the programme. Dr. Rabindranath Solomon, Officer In-charge Centre for Skill Development and Career Planning may be permitted to coordinate the programme.
- 7) According to MoU, the CSTD-BRAOU has to Identify and engage resource persons in consultation with CEMCA. Utilise budget towards honorarium for

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*Praveen*  
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# Dr. B.R. Ambedkar Open University, Hyderabad

Paragraph No.	File No. Branch Unit	
	SUBJECT	Reference
15)	It is to submit that permission may be accorded to conduct the programme as agreed in the MoU.	
16)	Paras 1 to 9 are submitted for the kind perusal and Paras 6 and 11 to 15 are submitted for approval of the vice-chancellor.	
	<p style="text-align: center;"> <i>KSL</i>  <i>14/2/22</i>                      Asst.Registrar                 </p> <p style="text-align: center;">                       Director  <i>14/2</i> </p> <p style="text-align: center;"> <i>AR / Vice-Audit</i>    <i>17/2/22</i> </p> <p style="text-align: center;"> <i>AR-II</i>  <i>MEM</i>  <i>18/2/2022</i> </p>	<p style="text-align: center;"> <i>F/O</i>                      Registrar                      V.C                 </p>
17.	<p>Kindly peruse para nos 01 to 16 of the note file wherein the Director, CSTP has sought administrative and financial sanction for an amount of Rs 1,20,000/- (Charg one lakh and twenty thousand only) for conducting 10 day "Capacity Building programme on ICT and Blended learning for Teachers working in Higher Education institutions in Telangana and Andhra Pradesh in collaboration with CEMCA subject to reimbursement of Rs: 1,20,000/- (Charg one lakh and twenty thousand only) to Dr.BRAOU on receipt of the grant from CEMCA.</p>	
18.	Submitted para nos 01 to 17 for perusal and if agreed para No: 6 and 11 to 17 for	

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*923 / fof*  
*14/2/22*

  
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	File No. 55 Branch CSTD Unit	
Paragraph No.	<b>SUBJECT :</b> Payment towards advance for conducting the workshop - Reg.	Reference
22.	<p>issued in favour of the Director, CSTD, Dr. BRAOU, Hyderabad at advance from the CEMCA grant amount against the reimbursement for Rs. 1,20,000/-</p> <p>Asst. Registrar <sup>AM</sup> 28/2/22 Director</p> <p>The C.B. NO. 3567, Dt. 28/2/2022, is passed for Rs. 1,20,000/- (one lakhs twenty thousand rupees only) A Contingent bill is prepared for an advance to conduct the workshop on "Capacity Building Programme on ICT and Blended Learning for Teachers working in Higher Education Institutions in Telangana and Andhra Pradesh" to be conducted tentatively from 14 to 25 March 2022. and a cheque be issued in favour of the Director CSTD, Dr. BRAOU, Hyderabad.</p> <p>Jact AK AK</p>	F.O.

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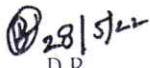

CG/Head/CSTD  
28/2/22

222/FOP  
2/5/22

  
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# Dr. B.R. Ambedkar Open University, Hyderabad

Page No. ( 7 )

Paragraph No.	File No. Branch Unit	Reference
	<b>SUBJECT</b>	
27)	AR for n/w pl 21/5/22	
28	<p>Kindly peruse paras 17 to 24 of the note file. As per the approval of the Vice-Chancellor vide para 18 of the note file an amount of Rs.1,20,000/- (Rupees one lakh twenty thousand only) sanctioned to CSTD Branch as advance for conduct of the workshop on Capacity Building Programme on ICT and Blended Learning in Higher Education Institutions in Telangana and Andhra Pradesh during 14<sup>th</sup> to 25<sup>th</sup> March 2022. Accordingly, the CSTD Branch has conducted the said programme and settled the advance. In this connection, the original Bills and Utilization Certificate (UC) (issued by the State Audit Department, Dr.BRAOU) may be forwarded to the Head, Administration and Finance, Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi for reimbursement of Rs.1,20,000/- (Rupees one lakh twenty thousand only).</p>	
29	<p>Accordingly, a letter addressed to the Head, Administration and Finance, Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi duly enclosing the relevant bills and Utilization Certificate (UC) is prepared and placed alongside for signature.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  A.R.         </div> <div style="text-align: center;">  D.R.         </div> <div style="text-align: center;">  REGISTRAR         </div> </div>	

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3/June/22

  
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## Workshop- 6

### A REPORT ON THE WORKSHOP ON "M.S.OFFICE"

The Department of Centre for Staff Training & Development Dr.BRAOU Conducted a 15 days Computer Training Programme on 'M.S.Office' to the Jr.Assistants (Regular) was conducted from 27<sup>th</sup> November, 2018 to 11<sup>th</sup> December, 2018 by Centre for Staff Training and Development (CSTD). Inaugural Session was held 10.30 A.M at Vocational Lab, Academic Building, Dr.BRAOU.

In the Inaugural Session, Prof.E.Sudha Rani, Director, CSTD welcomed the Guests and appraised about the previous training programmes conducted on Computer training to the staff by CSTD and said that the present Computer Training aims to upgrade the computer skills of the Employees and also train them in preparing Notesheets, Contingent Bills, Salary Bills, Office correspondence letters and other Office correspondence through Computers. Keeping in view of the rapid growth of Information Technology, computing skills becomes imperative for the effective functioning of the office procedures.

The Guest of honour of the Inaugural Session Prof.C.Venkataih, Registrar, Dr.BRAOU, advised the learners to update skills in Computer for the future need of the University move of office E.office and paperless office. He said that Computer skills not only useful for the University, but also in their personal day to day transactions He also said that updating the skills makes them more independent and auto corrections made easy through Computers.

The Chief guest of the function Prof.K.Seetha Rama Rao, Vice-Chancellor, Dr.BRAOU required the need for upgrading the Computer skills of the employees of the University and also the urgent need of making BRAOU Offices paperless. He also said keeping in view of the future developments, even in the promotions will be based on the job readiness of the employees and Computer skills are compulsory for all the employees.

Sri Raghuram Resource Person said that knowing and learning is very important and said that Computer which is an electrical device helps in Data Correction, Data Entry, Data Validation and Data Receiving. The programme ended with formal vote of thanks by Prof.E.Sudha Rani, Director, CSTD.

The aspects covered in the Training Programme are Introduction to Computers and Data Processing Systems, Introduction to Key Board Using Typing Tutor Practice, File Management System and Integrated Information Processing System, Typing Practice- Creation of Files, Folders Data Management with Duplication and Backup, File Securities – Application of Office Procedures using M.S.Office Procedures, Text Processing, Typing Practice, Documents, Creating Biodata – Letters – Designing Text, Text Processing –Creating various Documents, Creating various Documents Designing Text, Formatting Documents – Header & Footer –Searching the Book Mark Documents, Designing – Letters, Letter Heads – Using Spaces – Tabs, Creating Notesheet – Using Tables, Creating Notesheets – Using Tables, Creating Pages – Borders –Text Processing – Auto Corrections- Auto Text, Creating Pages–Borders–Text Processing – Auto Corrections – Auto Text, Introduction to Power Point Procedures, Demonstration Practices, Excel Introduction Management, Spread Sheets Handling – Creation – Demonstration, Account–Statements Validations, Total Practice of Statements, Formulas – Functions PanRoll System, Formulas – Functions PanRolls System, GRAPH – Various Graphs, Practice of Graphs, Function–Data Processing, Practice of Formulas – Graph Functions, Introduction to Internet & E-mail, Practice Browsing Website & E-mail, Tips for Safety Internet Preventions & Precautions, Demos & Valedictory.


Each day out of two sessions, second session was devoted for hands on experience and the participants were asked to create various documents related to the topics discussed in the first session.

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On 11/12/2018 in the valedictory session Prof.E.Sudha Rani, Director, CSTD submitted the report of Computer training. The Chief guest Prof.A.Sudhakar, Director, Academic congratulated all the participants for the successfully undergoing the training and asked them to implement the experience and expertise gained through training in day to day functioning. Certificates distributed for the participants. The



participants in their feedback requested the authorities for more intensive training in future. The programme ended with the vote of thanks.

  
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## Workshop- 7

### A REPORT ON THE WORKSHOP ON "TRANSLATION FROM TELUGU TO ENGLISH"

The Department of Centre for Staff Training & Development Dr.BRAOU Conducted a two days workshop on "Translation from Telugu To English", for Faculty Teachers and Academic Consultants on 10<sup>th</sup> & 11<sup>th</sup> December,2019 at Vocational Lab, Academic Building, Dr.BRAOU.

The workshop was inaugurated by the Chief Guest Prof.A.Sudhakar, Director Academic and Guest of Honour Dr.Laxma Reddy, Registrar, Prof.E.Sudha Rani, Director, CSTD introduced the theme and objectives of the workshop. She said that conducting the workshop from Telugu to English is more useful in the context of University decision to offer P.G.Courses in English Medium as the courses are in Telugu Medium at present.She said the workshop intends to impart training on how effectively we can use the techniques in translation.

Prof.A.Sudhakar, Director, Academic presided over the function and said that training is an important part of any organisation. Improving skills in technology,enhances the efficiency of the Faculty. He said that Translation from English to Telugu is easy but Telugu to English is a challenging task. He said as translation is an important communication of knowledge, it should be very near to original text.

Dr.Laxma Reddy, Registrar said that workshop on Telugu to English is useful for translation of telugu P.G.Courses into English. Methods of translation of Science, Arts, Poetry and prose need to be taken up in this workshop. He called upon the Faculty to acquaint with the skills of effective translation.

Sri R.V.Rama Rao from Faculty, Eenadu College of Journalism covered the aspects in the training programme on "Introduction to translation from Telugu to English and Techniques of translation from Telugu to English" in the I & II sessions. He opined that translation is a part of life and to be inculcated daily. He felt that there is a need for translation from Telugu to English as it is international language and the outreach is more. He emphasized that expertise in both languages is necessary for effective translation.

Prof.Suryanarayana (Retd.) from IICT covered the aspects in the training programme such as the methods of translating poetry and prose and Translation of Science subjects (Interactive session) in the 3<sup>rd</sup> & 4<sup>th</sup> sessions. He discussed about Methods of translation must be faithful to the original, translator should always feel that he is not the creator of the topic and translation should give a complete meaning. He also discussed about principles of translations such as fidelity, the pleasure of the Reader, commensurateness and originality. He said that translator should have very good knowledge of all languages. Translator should acquire the maximum words from glossary. He mentioned about translation of literature which involves creativity. Translation is essential for international recognition, to improve the skills to prepare a glossary of Telugu words into English. While talking about translation of science subjects, he said that Translation becomes bridge between two languages representing the same idea or same subject. Translation is the only way for knowledge propagation. The quality of translation depends upon the quality of technical words used in the translation. He identified the problems in translation such as, lack of the knowledge of the original language, lack of clear understanding of the subject and knowledge of technical terms, lack of standard software and lack of good language software.

On second day the First session was on "Translation into Dialects of English and Esperanto" by Prof.P.V.Ranganayakulu (Retd.) from S.V.Ayurveda College, Tirupathi. He gave a comparative analysis of British and American English. He said that there are 7,000 languages in the world. In India we normally speak British English and American English. He said that translation is a serious thing not mechanical thing. He discussed about the types of translation one is Intralingual which is very important (Telugu to Telugu, English to Telugu and any language to any language. Second is Interlingual which is from one media to another media. He explained about Esperanto. He said Esperanto is related to all languages not only English. He explained that Esperanto is an International

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language near to Spanish. It is a bridge language. By knowing this language we can understand all languages in the world.

Sri N.Venugopal, freelance journalist and editor, veekshanam and Critic covered the aspects on Issues of Concern in Translation from Telugu to English. He discussed about the basics of translation, techniques of translation, natural translation, organized translation, forms and varieties of translation, and rules of translation. He also explained requirements of a translator and problems of translation. He said that errors occur due to lack of exactly equivalent words and also due to the reason that Telugu has simple sentences, whereas English has complex compound sentences. He explained the techniques of translation such as keen reading, meticulous comparison with original text grammar corrections and peer review.

Dr.Sai Kumar, Eenadu, spoke on translation of cultural aspects and recent trends in translation.

The last session of the workshop was valedictory session, wherein Prof.A.Sudhakar was the Chief Guest and presided over the programme. Prof.Sudha Rani presented the report of workshop. The workshop was ended with the presentation of certificates to the participants.

  
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## Workshop- 8

### A REPORT ON THE WORKSHOP ON "ONLINE TEACHING TOOLS AND CONTENT MANAGEMENT"

Since the outbreak of COVID-19 pandemic, online teaching is (seems to) gradually becoming the new normal in almost all levels of education. In keeping with the trend, the entire teaching fraternity at Dr.BRAOU, both the internal faculty as well as the counsellors of (PG & UG courses) were compelled to undertake online classes using, technological support. They had used the 'Zoom' platform extensively for conducting online classes over the past six months.

In this context, the CSTD-BRAOU conducted a virtual one-day flash training programme on "Online Teaching Tools and Content Management", which introduced the participants about various online educational tools, with special focus on 'Zoom'. Besides this, the programme also trained the participants as to how to present themselves in synchronous teaching, that would keep the learners engaged.

#### About the Workshop

The virtual training programme was held on 27<sup>th</sup> October, 2021 full-day from 10:30am to 5pm, comprising four sessions. The Vice-Chancellor, Prof. K. Seetharama Rao was the chief guest and the Registrar, Dr.BRAOU, Dr. G. Laxma Reddy presided over the programme. Dr.G.Lakshmi, Asst.Prof. of Political Sciences, was the co-ordinator of the programme.

The programme was confined to training the central faculty of Dr.BRAOU as well as the Advisors, Academic Associates and Counsellors undertaking PG online classes of the University.

The programme began with a welcome address by the Director, CSTD, Prof. Ghanta Chakrapani who briefed the purpose and objective of the programme. It was followed by an inaugural address by Chief Guest of the programme, VC, BRAOU, Prof. K. Seetharama Rao wherein he lauded the efforts of the CSTD for conducting the programme and called upon the participants to make full use of the training sessions. Next, Dr. G. Laxma Reddy, Registrar, Dr.BRAOU, who presided over inaugural session, addressed the participants.

The first session began with a lecture of Prof. B.Raja Shekhar, Dept of Management and Pro-Vice-Chancellor, University of Hyderabad. Prof. B.Raja Shekhar gave an orientation on the topic, "Introduction to Online Teaching and Learning" wherein he dealt with online-teaching learning and Assessment. He elaborated on the tools and devices needed for online teaching and explained the various problems and challenges that confront in online teaching and suggested ways to overcome these.

Session -II the topic "Zoom: Features, Host Controls and Best Practices" was a power point presented by Jayati Thacker Customer Success Manager Zoom Video Communications based at Mumbai. In her presentation she covered three aspects namely (a) scheduling zoom meetings; (b) In-meeting Host Controls; and (c) Best Practices while conducting a zoom meeting/online class.

In the discussion that followed the session Jayati demonstrated the advanced features of zoom, such as, setting virtual background, noise control, zoom app on mobile and so on.

The post-lunch session-III on the topic, "Content and Learners Management" was a lecture/powerpoint presentation delivered by Prof. Madhusudhan Rao, J.V. Associate professor and Head, Dept. of Education & Educational Technology at University of Hyderabad. He explained about Content Management for online teaching, while demonstrating it on MOODLE learning management system. He dealt with all the features of MOODLE and also focused on interactive learning so as to ensure learners engagement with the online lecture.

The fourth and the last session was a lecture on "How to Present yourself" delivered by Prof. Rajiv Velicheti Dept. of Theatre Arts, at the UOH. He explained about making an online class more effective and


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interesting with visual adds-on, that would really keep the online learners more engaged. He further suggested ways and means to make an online class more visually attractive and effective by adding graphics, doodles, cartoons and like. All these would break the on-screen monotony of a learners, he stated. ?

A brief discussion followed. The session ended with formal vote of thanks by Dr. G.Lakshmi. Thereafter, Prof. Ghanta Chakrapani in his concluding remarks, thanked all the participants for their enthusiastic participation. The workshop formally closed at 5pm.

  
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## Workshop- 9

### A REPORT ON THE WORKSHOP ON “ONLINE COURSE DEVELOPMENT FOR SWAYAM”

Centre for Staff Training and Development (CSTD) launched online training programme for teachers in collaboration with Commonwealth Educational Centre for Asia (CEMCA) with the objective that they will learn the SWAYAM framework for design of Online Courses under Faculty Development Programme (FDP) from 20<sup>th</sup> December 2021 to 7<sup>th</sup> January 2022.

#### COURSE OBJECTIVES

- Describe Online Education and SWAYAM at large.
- Prepare the proposal for Course development for SWAYAM as per the guidelines and seek funding for new and repurposing of course.
- Write content in text format using various resources and Open Educational Resources.
- Deliver content in the form of video using PPT, animations, illustrations, etc.
- Facilitate learners through discussion forum.
- Develop assignments and quizzes for learner’s formative and summative assessment.

#### LAUNCHING OF REGISTRATIONS

The inaugural session of the MOOC on Online Course Development for SWAYAM organised by the Centre for Staff Training and Development (CSTD) of Dr. BRAOU in collaboration with CEMCA New Delhi was held on **30<sup>th</sup> November 2021** at CSTD Multimedia Lab Dr. BRAOU, Hyderabad.

The session began with the lighting of the lamp by the Honourable Vice Chancellor, Prof. K. Seetharama Rao, the Director Academic Prof. E. Sudha Rani and the Director CSTD, Prof. Ghanta Chakrapani. The Session was conducted in the blended mode with the Chief Guest and the Guests of Honor joining online through Zoom.

The Chief Guest of the Inaugural Session Prof. R. Limbadri, Chairman Telangana State Council of Higher Education (TSCHE) who addressed the participants through Zoom, while delivering the inaugural address, spoke about the usefulness of the Course in the light of the restrictions placed on in-person learning due to the pandemic and lauded Dr. BRAOU for rising up to the occasion to prepare teachers for online course development. He said that in the era of technology, BRAOU is rightly making use of technology in the teaching learning process and now is equipping teachers to deliver their courses online by organising this MOOC on Online Course Development.

Prof Madhu Parhar, Director, CEMCA, the Guest of Honour congratulated the University in this new endeavour which comes within two days of launching another MOOC on Stress Management. She said that the University collaborating with CEMCA was indeed a fruitful association and said that she was happy that the University is making teachers technology ready in the changing times. She was of the view that the course developed by the development team at CEMCA would be very useful for teachers aiming to reach their students spread over every nook and corner and this would encourage more and more teachers to undertake this course.

Sri Navin Mittal, Principal Secretary and Commissioner Collegiate Education, Government of Telangana, Guest of Honour, lauded the University for its progressive measures in increasing the GER

*M. Parhar*  
Authorized Signatory  
Director, CIQA  
Dr. B. R. Ambedkar Open University  
Hyderabad - 500039

of the State and wished the University all the success in its endeavours. The fact that mentors of BRAOU, the first Open University went on to establish IGNOU, the first National Open University signals how sound a footing BRAOU has. He appreciated the University in taking the legacy forward. He also stated that he would issue a circular to all the Teachers of Government colleges in the state of Telangana to take advantage of this course which was being organised at the time and pace convenient to the learners without disturbing their regular duties. He would impress upon all the teachers to upgrade their armoury by participating in this MOOC.

Prof. Manas Ranjan Panigrahi, Senior Program Officer (Education) CEMCA, New Delhi, a member of the course design and development team spoke on the occasion as a special invitee. He stated that the Government of India was aspiring to launch programs through SWAYAM and Dr. BRAOU is addressing the need of the hour by organising the MOOC on Online Course Development that is noteworthy. That the course target audience were teachers from KG to PG was appreciable and he was of the opinion that the enrolment would be encouraging for the course. He also thanked the other course design and Development team members for their contribution to the MOOC.

The Director, CSTD, Prof Chakrapani gave a brief description of the course while the Director Academic Prof. Sudha Rani recorded her appreciation of the Centre for organising such relevant programs.

The Vice Chancellor Prof. K. Seetharama Rao was the president of the Inaugural Session and a formal vote of thanks was proposed by Dr. Rabindranath Solomon, Coordinator, SWAYAM Training Programs.

## ORIENTATION SESSION

When the MOOC commenced on **20<sup>th</sup> December 2021** an Orientation Session was held and a message was sent to each participant who registered for the course. The primary agenda for the meeting was to:

- Welcome the Course mentors and participants
- Introduction of course mentors and coordinators
- Presentation of content outline and certification criteria
- Demonstration of course platform
- Q&A

The Orientation Session was attended by Dr. Manas Ranjan Panigrahi, Senior Programme Officer at CEMCA, New Delhi. Dr. Jeetendra Pande, Associate Professor, School of Computer Science at Uttarakhand Open University, Prof. Anirban Ghosh, Director, Centre for Internal Quality Assurance at Netaji Subhas Open University, Kolkata, Dr. Ashish Kumar Awadhiya, Assistant Director, Training and Development, Centre for Online Education at IGNOU, Prof. Chakrapani, Ghanta, Professor of Sociology and the Director, Centre for Staff Training and Development at Dr. BRAOU, Dr. Shiffon Chatterjee, Sr Programme Officer (Online and Blended Learning) at CEMCA New Delhi. It was anchored by Dr. D. Rabindranath Solomon, Assistant Professor in Commerce at BRAOU and the coordinator for Trainings in CSTD of BRAOU.

## FIRST LIVE INTERACTIVE SESSION

The First Live Interactive Session (Synchronous session) was held on 27<sup>th</sup> December 2021. It was well coordinated and received by the participants and the following message was sent to the participants.

The interactive session was attended by Dr. Jeetendra Pande, Associate Professor, School of Computer Science at Uttarakhand Open University, Prof. Anirban Ghosh, Director, Centre for Internal Quality Assurance at Netaji Subhas Open University, Kolkata, Dr. Ashish Kumar Awadhiya, Assistant Director, Training and Development, Centre for Online Education at IGNOU, Prof. Ghanta

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Director, CIQA  
Dr. B.R. Awadhiya, School of  
Computer Science, Uttarakhand Open University  
500033

Chakrapani, Professor of Sociology and the Director, Centre for Staff Training and Development at Dr. BRAOU, Dr. Shiffon Chatterjee, Sr. Programme Officer (Online and Blended Learning) CEMCA. It was anchored by Dr. D. Rabindranath Solomon, Assistant Professor in Commerce at BRAOU and the coordinator for Trainings in CSTD of BRAOU

### **ORIENTATION SESSION IN TELUGU (VERNACULAR LANGUAGE)**

It was noted that there were many questions in the QA session of the first week and also subsequently phone calls were received by the coordinators regarding logging in and some pertinent issues. It was noted that if an orientation session was arranged in the local language, it would result in a larger participation. Hence, an orientation session in Telugu was arranged on 3<sup>rd</sup> January 2022.

The orientation session in Telugu was a stupendous success as participation and engagement increased manifold subsequently.

The Orientation Session in Telugu was anchored by Dr. G. Saroja Faculty member in Library and Information Sciences Department at Dr. BRAOU. Dr. Jeetendra Pande, Associate Professor, School of Computer Science at Uttarakhand Open University, Prof. Ghanta Chakrapani, Professor of Sociology and the Director, Centre for Staff Training and Development at Dr. BRAOU and Dr. Shiffon Chatterjee, Sr. Programme Officer (Online and Blended Learning) at CEMCA.

### **SECOND WEEK LIVE INTERACTIVE SESSION**

Second week live interactive session was held on 5<sup>th</sup> January 2022. It was anchored by Dr. Rabindranath Solomon from BRAOU.

The Second Live Interactive Session was attended by the mentors who included Dr. Mythili, Deputy Director, at STRIDE, Indira Gandhi National Open University, Dr. Jeetendra Pande, Associate Professor, School of Computer Science at Uttarakhand Open University, Dr. Ashish Kumar Awadhiya, Assistant Director, Training and Development, Centre for Online Education at IGNOU, Prof. Chakrapani, Ghanta, Professor of Sociology and the Director, Centre for Staff Training and Development at Dr. BRAOU, Dr. Shiffon Chatterjee, Sr. Programme Officer (Online and Blended Learning) CEMCA New Delhi. The session was anchored by Dr. D. Rabindranath Solomon.

### **CONCLUSION**

The course concluded on 7<sup>th</sup> January 2022, but as most of the participants wanted the course to be kept open for another two days, the facility was kept open till 9<sup>th</sup> January 2022. Dr. B.R. Ambedkar Open University and more specifically CSTD is thankful to CEMCA for collaborating in offering this MOOC on Online course Development for SWAYAM which has come at the most appropriate time keeping in view the need of the teaching community.

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# DR. B.R. Ambedkar Open University, Hyderabad-33 Centre for Staff Training and Development (CSTD)

A note on Orientation Lecture "Understanding Online Education-  
A Policy Perspective" Organized on 11 FEBRUARY, 2022

The CSTD Dr, BRAOU organized an Orientation Lecture on "Understanding Online Education-A Policy Perspective" 11 Feb, 2022 at 2.00 PM at Multimedia Center, CSTD by Prof Vasuki Belavadi, faculty fellow, UNESCO Chair, Department of Communication, University of Hyderabad. He is also expert in digital learning and online education resources. The lecture was organized to all the Academic, Administrative officers in blended mode, some Academic staff attended physically and remaining teachers online through Zoom.

The Chief-Guest was Prof K. Seetharama Rao V.C. DR. BRAOU. The lecture delivered by Prof. Vasuki Belavadi was very informative to the present trend of online Education. Prof G. Chakrapani thanked Prof K. Seetha Rama Rao for being the Chief Guest and all the teachers who enthusiastically attended the lecture.

  
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**Dr.B.R.Ambedkar Open University  
Centre for Staff Training and Development**

The Centre for Staff Training and Development conducted Online Capacity Building Programme on “Blended Learning in Higher Education Institutions” for Teachers in Higher Education Institutions in Telangana and Andhra Pradesh from 14<sup>th</sup> to 25<sup>th</sup> March, 2022 in collaboration with Commonwealth Educational Media Centre for Asia (CEMCA) New Delhi. The Inaugural session on 14.3.2022 at 3:00PM in Multimedia Centre, CSTD Building, Dr.BRAOU.

Prof. Ghanta Chakrapani Director CSTD, welcomed the participants and gathered dignitaries of Dr. BRAOU, Chief Guest Prof. Seetharama Rao, Vice Chancellor, Guest of honour Prof. E. Sudha Rani, Director Academic, Dr.BRAOU, Dr.G. Laxma Reddy, Registrar Dr.BRAOU. The other dignitaries joined online Distinguished Guest, Prof. Tummala RamaKrishna Vice- Chancellor, Dravidian University, Kuppam, AP, Distinguished Guest, Prof. S. Mallesh Vice- Chancellor, Satavahana University, Karimnagar & Guest of Honor Prof. Manas Ranjan Panigrahi, Senior Program Officer (Education) CEMCA, New Delhi.

Prof. Ghanta Chakrapani briefly explained about the program which is for 10 days workshop each day 2 hours from 3-5PM. The participants will be in the classroom and the experts drawn from different reputed institutions. Blended Learning In Higher Education Institutions going to be main methodology of teaching-learning in India. 60% face to face mode and 40% online method. The UGC is also insisting to follow blended mode. This program consists of 250 slots. A total of 480 teachers registered for the program. Prof. Ghanta Chakrapani appreciated Prof. Manas Ranjan Panigrahi, Senior Program Officer (Education) CEMCA, New Delhi and said he is backbone to CEMCA and CSTD as well, thanked for his constant support.

Speaking on the occasion, Prof. Manas Ranjan Panigrahi, Senior Program Officer at CEMCA, said that there is a need to adopt and implement Blended Learning and make it more systematic & effective. He was of the view that technology cannot replace the teacher but can only supplement. The teacher should make use of technology as a tool for reaching large number of students and widen their reach. Accepting the change and moving ahead is the key to keep the wheel of learning revolving he observed.

  
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Prof. Tummala RamaKrishna Vice- Chancellor, Dravidian University, Kuppam, AP, was the Distinguished Guest. He observed that the Covid-Pandemic affected every sphere and education was no exception. He said that education is not just teaching but it involves building all round competence into the students, education makes citizens useful to the society and use their talents for building the nation at large. He said after covid-19 pandemic the teachers learnt that we should think differently to reach learners. Blended Learning, we are looking for more freedom, more standards and better understanding between student and teacher relationship. He was delighted that CEMCA & BRAOU have come together to organize this much needed capacity Building Programme and thanked CEMCA for including teachers of both Telugu States. Thus enabling them to widen their scope of reaching & teaching their students.

Prof. S. Mallesh Vice- Chancellor, Satavahana University, Karimnagar another Distinguished Guest observed that concentration has shifted from Teaching to Learning in education in the present day. Teachers must assess the learner & his capabilities before designing the teaching modules. Teachers have to look into how best learners can learn and mould their education programs accordingly. He wished all the participants to adopt to the new technology.

The Vice-Chancellor of BRAOU speaking on the occasion insisted on adopting New Pedagogy in dispensing education. He said that Blended Learning is new, normal and gaining the right perspective on it is very much essential for teachers to continue in the learning loop. Blended Learning is all about integrating ICT into regular teaching to provide uninterrupted Learning. Keeping in view the learning requirements, we have to evolve a Blended Learning process and build it into our programs he said.

He added, the entire program is designed altogether for 20 hours on conceptual & skill related activities. Very highly reputed and popular personalities are drawn as resource persons for training programme.

Prof. Seetharama Rao said, Prof. Manas Ranjan Panigrahi, Senior Program Officer (Education) CEMCA, New Delhi – focusing learners aspect. Both Vice-Chancellors not only participated but with their encouraging words, continuous co-operation helping the faculty

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members in the Higher Education. Prof. Ghanta Chakrapani is striving for upgrading the CSTD to HRD Centre on par with Osmania University. Blended Learning is very important to teachers to apply Nationalised Education Policy recognising Multimedia Approach. Keeping those aspects in view, Institutional Learning Policy, UG/PG/Diploma/Research programmes can be creatively use those modes to improve the teaching quality in the universities. He asked Director, CSTD to carry forward this program & wished success.

The Director (Academic), Prof. E. SudhaRani & the Registrar Dr.G.Laxma Reddy spoke on the occasion.

Prof. Ghanta Chakrapani, Director CSTD, in his concluding remarks, highlighted the innovative programs organised by the CSTD to equip the teachers of the University with the necessary armoury required to face the ever changing dynamics in the field of education. He stressed upon the importance of Blended Learning in the light of the concept note released by UGC in the context by making education available to the masses. Collaborating with CEMCA in organizing timely programs is commendable, he said. A total of 480 participants registered for the program which will go on till 25<sup>th</sup> March, 2022.

Prof. Ghanta Chakrapani , also said, Prof. Seetharama Rao, V.C. is behind to initiate the Centre for Online Learning. This centre is HUB of Blended Learning in Higher Education.

Dr. Rabindranath Solomon, Coordinator, Online Training Programs, CSTD proposed vote of thanks on the occasion of Inaugural.

The Inaugural session followed by first session on Blended Learning engaged by Prof. Rajashekhar from University of Hyderabad.

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Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

## Valedictory Session Report

### Online Capacity Building Program- Blended Learning in Higher Education Institutions for Teachers working in Telangana and Andhra Pradesh

The Valedictory Session of the Capacity Building Program “Blended Learning in Higher Education Institutions” for the Teachers of Telangana and Andhra Pradesh was held on 25<sup>th</sup> March 2022 at 5 PM in the Multi Media Lab of the Centre for Staff Training and Development (CSTD) Building, Dr. B.R.Ambedkar Open University, Hyderabad.

The program was organized in collaboration with Commonwealth Educational Media Centre for Asia (CEMCA) was conducted over a Two Week period with the First week beginning on 14<sup>th</sup> March to 19<sup>th</sup> March 2022 and second week from 21<sup>st</sup> March through 25<sup>th</sup> 2022.

Four hundred and eighty three participants registered for the program out of whom 251 were male and 207 were female.

Prof. Madhu Prahar, the Director of CEMCA was the Chief Guest at the Valedictory who joined online from New Delhi and the Guest of Honor was Prof R. Limbadri, Chairman, Telangana State Council of Higher Education who joined online in the valedictory session.

The Valedictory Session was presided over by the Director of CSTD, Prof Chakrapani Ghanta who initiated the session with his welcome address.

A brief report of the program was given by Dr. D. Rabindranath Solomon, Program Coordinator for Online Training Programs of CSTD. This was followed by an elicitation of feedback from the participants. Five participants from Telangana and Five participants from Andhra Pradesh were invited to share their feedback with the mentors, Guests of Honor and the Chief Guest.

The participants expressed happiness over the program and were appreciative of CEMCA for designing and developing such a useful program which introduced them to the nuances and intricacies of Blended Teaching and Learning.

  
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The Chief Guest Prof. Madhu Prahar speaking on the occasion lauded the Resource Persons of the program for their complete involvement in making the program effective. Given the short duration the resource persons have left no stone unturned to make the program as resourceful as possible to all the participants she observed.


Prof Madhu Prahar promised to provide all support from CEMCA to BRAOU in organizing many such capacity building programs for Teachers in the ODL institutions. She noted that Blended learning was a way of delivery suggested by UGC in the covid times and was happy that BRAOU and CEMCA have collaborated to organize such timely programs in line with the guidelines of the regulatory bodies. On a proposal from the Director to develop such programs in the vernacular language, she quipped that CEMCA will provide all the necessary inputs to design such a program.

Prof Limbadri speaking on the occasion was of the opinion that CEMCA and BRAOU with their collaborative programs were doing a great service to the cause of making education available to the masses.

The Registrar of BRAOU, Dr. Lakshma Reddy said that the role played by CSTD is elevated from regional level to the national level by the efforts of its Director and now it is making rapid strides into the realm of transforming itself into a Training Centre for Teachers all over the country.

The mentors Prof. K.Srinivas and Prof Rajasekhar also spoke on the occasion.

The valedictory ended with a vote of thanks by Dr. Srinivas Rao, Associate Professor of History, Dr. BRAOU.

  
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Dr. B.R. Ambedkar Open University  
Hyderabad - 500033



**CENTRE FOR STAFF TRAINING AND DEVELOPMENT (CSTD)**  
**Dr. B.R. Ambedkar Open University**  
Hyderabad, Telangana State, India

Certificate

Certified that: Dr. A. Renuka Devi  
Designation Asst. Director

*has participated in the one day  
Training Programme on*  
**"Digital On-Screen Evaluation"**  
*For all Faculty Teachers,  
Joint Directors, Dy. Directors & Asst. Directors*

*organised by*

*Centre for Staff Training and Development (CSTD) on 20<sup>th</sup> July, 2018  
at Dr. B.R. Ambedkar Open University Campus, Hyderabad*

Date: 20-07-18

  
Authorized Signatory Prof. E. Sudha Rani  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033 Director



# Dr. B.R. Ambedkar Open University

REGIONAL COORDINATION CENTRE (RCC-021)  
UNIVERSITY ARTS & SCIENCE COLLEGE (KU), WARANGAL

## Certificate

Certified that Dr. : A. RENUKA DEVI

Designation : Asst. Director , Dr. BRAOU , RCC SIDDIPET

*has participated in the one day National workshop on*

### **Employable Skills to ODL Learners**

*Delivered a lecture as Resource Person on* \_\_\_\_\_

*organised by*

*Dr. B.R. Ambedkar Open University - Regional Coordination Centre (RCC-021),*

*University Arts & Science College, Kakatiya University, Warangal*

*in collaboration with JAYAHO Bharat We Proud, Hyderabad*

*on 11<sup>th</sup> March, 2018 at Dr. BRAOU -RCC, Warangal.*

**Prof. Banna Ailaiah**

Principal, University Arts & Science College

Authorized Signatory  
Director, CIQA

Dr. B.R. Ambedkar Open University

Hyderabad - 500063

**Dr. Y. Venkateswarlu**

Organising Secretary





**CENTRE FOR STAFF TRAINING AND DEVELOPMENT (CSTD)**  
**Dr. B.R. Ambedkar Open University**  
Hyderabad, Telangana State, India

Certificate

Certified that: Dr. A. Renuka Devi  
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*has participated in the one day  
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Date: 20-07-18

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

  
Prof. E. Sudha Rani  
Director

SINU-1.

File NO - 65



**Dr.B.R.Ambedkar Open University**  
Centre for Staff Training and Development

**Prof. E.SUDHA RANI**  
DIRECTOR

Phone No. (0) 040-23545794  
E-mail: cstd.braou@gmail.com

Lr.No. 43/CST&D/Dr.BRAOU/2017-18

Date: 09-09-2017.

To,  
The Registrar,  
Dr. B. R. Ambedkar Open University,  
Hyderabad.

Sir,

**Sub:** Workshop on "Effective Office Procedures & Online Services"  
- permission to arrange University Vehicle - Reg.

**Ref:** Vice-Chancellors approval dated: 20-1-2017

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I am desired by the Vice-Chancellor to organise workshop to the Time Scale JACTs and the Record Assistants working in the university on "Effective Office Procedures & Online Services". The workshop is scheduled from 15<sup>th</sup> -16<sup>th</sup> September, 2017, it will be held in the Vocational Lab, Academic Branch for two full days.

In this context, you are requested to provide an University vehicle and keep the same under the control of the Director, CSTD for 2 days on 15<sup>th</sup> and 16<sup>th</sup> September, 2017 for the use of resource persons.

Thanking you,

Yours sincerely,

*F. Sudha Rani*

**DIRECTOR**

Copy to:  
1. The Care Taker

*manu*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

## Workshop- 2

### A REPORT ON THE WORKSHOP ON EFFECTIVE OFFICE PROCEDURES & ONLINE SERVICES

The Department of Centre for Staff Training & Development Dr.BRAOU Conducted two day Workshop on “Effective Office Procedures & Online services” for Record Assistants and JACTs (TimeScale) 15<sup>th</sup> & 16<sup>th</sup> September 2017 at Vocational Lab, Academic Building, Dr.B.R.Ambedkar Open University.

Prof.E.Sudha Rani Director CSTD appraised on:

1. To update the knowledge of the staff on the work related norms, rules & Regulations related to maintenance of Records & Files
2. Adapting New Technologies in maintaining Files & Records
3. Internet Skills

In the inaugural session Prof.K.SeethaRamaRao the Vice-Chancellor insisted the importance of the intensive training on “Effective Office Procedures & Online services” for the University staff and stressed on the incorporation of technologies in day today work process. Registrar Prof.C.Venkataiah in his address stressed on the punctuality and preparation for new changes.

#### The main objectives of the training are:

In the first session Siva Prasad Faculty(Rtd) MCR-HRD “Office Procedures” explained about district manual written by Sir Richan Tottenham, manual of office procedures.

In the second session Shiva Kumar Reddy J.D treasuries Dept spoke on “Disciplinary & Conduct Rules” explained about AP 1964 detailed Conduct of Rules. CCA Rules.


In the third/fourth sessions Shri Vasanth Rao/Krishna Reddy Dr.BRAOU spoke on “Online Admission System of Dr.BRAOU explained on existing process of online admissions, High availability information.

On the second day, two sessions which were the hands on experience sessions Shri Raghuram Faculty, MANNU, Hyd explained on “Tips for Safe Internet Use and Creating E-mails” explained about Auto-commands, template format, file automatic saving, internet use and creating E-mails and made the participants to work on systems.

The third session was taken by Siva Prasad Faculty (Rtd) MCR-HRD spoke on “Maintenance of Records and Files” explained about noting skills,drafting, communication information.

The last session, which was Interaction session conducted by Shri Vasanth Rao, Dr.BRAOU on Online services. The participants actively interacted with several questions about how to give more effective student support services through online and the practical challenges faced in the process.

At valedictory session, Prof. C.Venkataiah, Registrar was the chief guest and Director Academic Prof.Y.S.Kiranmayi was the Guest of Honour. The Prof. C.Venkataiah, Registrar in his valedictory address stressed the need of such kind of workshop for the better function of the university and further he requested Director CSTD to organise more on Online Services. The certificates along with the material loaded pen drives were presented to the participants.

  
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Director, CIQA  
Dr. B.R. Ambedkar Open University  
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**Attendance List of the Participants for Training Programme on "Effective Office Procedures & Online Services" For Record Assistants & Time Scale JACTs On 15<sup>th</sup> & 16<sup>th</sup> September 2017**

Sl.No.	Name	Dept/Designation	15-9-17	16-9-17
1.	Sri.KAV Ratnakar	Academic/Record Asst.		
2.	Sri.B.Vittal Reddy	Examination/Record Asst.		
3.	Sri.D.V.Gopal Rao	DMP/Record Asst.		
4.	Smt.J.Rama Laxmi	Administration/Record Asst.		
5.	Sri.G.M.Suresh Kumar	Examination/Record Asst.		
6.	T.Mohan Reddy	Sc&St Cell/Record Asst.		
7.	Sri.Durga Prasad	SSB/Record Asst.		
8.	Sri.J.Narasimha Rao	FO/Record Asst.		
9.	Sri.G.Kasi nadham	SSB/Record Asst.		
10.	Smt.G.Lakshmi Gayathri	DMP/JACT		
11.	Sri.PLN Murthy	SSB/JACT		
12.	Smt.A.Uma Maheshwari	SSB/JACT		
13.	Smt.V.Rabeka Devi	Acad(Commerce)/JACT	 15/9/2017	 16/9/2017
14.	Sri.Mohd Ismail	SSB/JACT		
15.	Sri.S.Venkateshwara Reddy	SSB/JACT		
16.	Sri.J.Krishna	DMP/JACT		
17.	Sri.P.Surender	STML/JACT		
18.	Smt.B.Rama Kumari	SSB/JACT		
19.	Sri.B.Harinath	Acad/JACT		

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20.	Sri.DVK Srinivas	SSB/JACT	<i>DVK</i>	<i>DVK</i>
21.	Sri.KSV Prasad Raju	AVP&RC/JACT	<i>sv</i>	<i>sv</i>
22.	Sri.K.Upender	DO Cell/JACT	<i>Upender</i>	<i>Upender</i>
23.	Sri. Jayaraj Mishra JAIRAJ MISHRA	Acad/JACT	<i>J</i>	<i>J</i>
24.	Sri.R.Rajasekhar	Library/Book Bearer	<i>R. Rajasekhar</i>	<i>R. Rajasekhar</i>
25.	Sri.A.Venkata Naidu	Library/Book Bearer	<i>A. Venkata Naidu</i>	<i>A. Venkata Naidu</i>
26.	Sri.KVR Mohan Rao	SSB/Store Keeper	<i>KVR</i>	<i>KVR</i>
27.	Sri.U.Shanker Babu	Roneo Operator/COE	<i>Shanker</i>	<i>Shanker</i>
28.	G. VS Laxmi	Acad/JACT	<i>GVS</i>	<i>GVS</i>
29	N. Ladmaiah	SSB/JACT	<del><i>N. Ladmaiah</i></del>	<del><i>N. Ladmaiah</i></del>

*praveen*  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

# Report

## CENTRE FOR STAFF TRAINING AND DEVELOPMENT (CSTD)

Conducted two day Workshop on

“Effective Office Procedures & Online services” for Record Assistants and JACTs (TimeScale) 15<sup>th</sup> & 16<sup>th</sup> September 2017 at Vocational Lab, Academic Building, Dr.B.R.Ambedkar Open University

Prof.E.Sudha Rani Director CSTD appraised on:

1. To update the knowledge of the staff on the work related norms, rules & Regulations related to maintenance of Records & Files
2. Adapting New Technologies in maintaining Files & Records
3. Internet Skills

In the inaugural session Prof. K.SeethaRama Rao the Vice-Chancellor insisted the importance of the intensive training on “Effective Office Procedures & Online services” for the University staff and stressed on the incorporation of technologies in day today work process. Registrar Prof. C.Venkataiah in his address stressed on the punctuality and preparation for new changes.

### **The main objectives of the training are:**

In the first session Siva Prasad Faculty(Rtd) MCR-HRD “Office Procedures” explained about district manual written by Sir Richan Tottenham, manual of office procedures.

In the second session Shiva Kumar Reddy J.D treasuries Dept spoke on “Disciplinary & Conduct Rules” explained about AP 1964 detailed Conduct of Rules. CCA Rules.

In the third/fourth sessions Shri Vasanth Rao/Krishna Reddy Dr.BRAOU spoke on “Online Admission System of Dr.BRAOU explained on existing process of online admissions,High availability information.

On the second day, two sessions which were the hands on experience sessions Shri Raghuram Faculty,MANNU, Hyd explained on “Tips for Safe Internet Use and Creating E-mails” explained about Auto-commands, template format, file automatic saving, internet use and creating E-mails and made the participants to work on systems.

The third session was taken by Siva Prasad Faculty(Rtd) MCR-HRD spoke on “Maintenance of Records and Files” explained about noting skills,drafting, communication information.

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

**CENTRE FOR STAFF TRAINING AND DEVELOPMENT (CSTD)  
DR. B. R. AMBEDKAR OPEN UNIVERSITY, HYDERABAD**

**Two full days Training Programme on "Effective Office Procedures & Online Services"  
for Record Assistants and JACTs (Time Scale)**

**15<sup>th</sup> & 16<sup>th</sup> September 2017**

Date and Day	1 <sup>st</sup> Session (10.30-12.00)	2 <sup>nd</sup> Session (12.00-01.30)	1.30 PM to 2.00 PM	3 <sup>rd</sup> Session (2.00-3.30)	4 <sup>th</sup> Session (3.30-5.00)
Day 1 15-9-17	(Inaugural) Office Procedures & Role of JACTs/Record Assistants Resource Person: Siva Prasad, Faculty (Rtd) MCR-HRD	Disciplinary & Conduct Rules Resource Person: Shiva Kumar Reddy J.D Treasuries Dept	Lunch Break	Online Admission System of Dr.BRAOU Resource Person: Shri Vasanth Rao/ Krishna Reddy (Dr.BRAOU)	Online Admission System of Dr.BRAOU Resource Person: Shri Vasanth Rao / Krishna Reddy (Dr.BRAOU)
Day2 16-9-17	Tips for Safe Internet Use and Creating E-mails Resource Person: Raghuram, Faculty, MANNU, Hyd	Tips for Safe Internet Use and Creating E-mails Resource Person: Raghuram, Faculty, MANNU, Hyd		Maintenance of Records and files Resource Person: Siva Prasad, Faculty (Rtd) MCR-HRD	Victory Circle Resource Person: Mohan Gandhi Kumar, Consultant Trainer (Valedictory)

  
 Authorized Signatory  
 Director, CIOA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

# Dr. B.R. Ambedkar Open University, Hyderabad

	File No.	Branch	Unit	
Paragraph No.	<b>SUBJECT</b> <i>The training programme on "office procedures and Online Services - Reg.</i>			Reference
1)	<p>In Persuasion of the representation made by the Non-Teaching Staff Association. The Centre for Staff Training and Development proposes a training programme on <b>"Office Procedures and On-line Services"</b> to the Record Assistants of Dr.BRAOU, this is to bring to your notice that they have not been covered under any training programmes for the past two decades. The CSTD proposes to add Time scale Junior Assistants discharging duties in different branches of the University in this programme. Though they are not permanent employees, the University is extending all the facilities and taking their services on part with regular employees of the University.</p>			
2)	<p>The main objectives of the training are:</p> <ol style="list-style-type: none"> <li>1. To update the knowledge of the staff on the work related norms, rules and regulations related to maintenance of the records and files.</li> <li>2. Adapting New Technologies in maintaining files and records.</li> <li>3. To impart skills related to online services.</li> <li>4. To provide exposure on Computer and Internet Skills.</li> <li>5. To familiarize issues like Disciplinary Proceedings, Conduct Rules, Time Management and Stress Management skills.</li> </ol>			
3)	<p>In this context, the CSTD proposed to organize a training programme on <b>"Office Procedures and Online Services"</b> to the Record Assistants and JACTs (Time Scale). Certainly this training programme will be helpful to discharge their duties in more effective manner. Senior officers working in concerned fields are invited to deliver the lectures. The training programme will be for 3 half days from 10.30 AM to 1.40 PM the participants will attend their regular duties after the lunch. The list of identified employees is enclosed in the Annexure-I and the total approximate expenditure for the training programme is shown in Annexure-II.</p>			

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18/11/16*

*688/owlesTD  
19/11/16*

*24/21/owlesTD  
20/11/17*

*167/owlesTD  
27/11/19*

Nothing to be written here

*Prerna*  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033



# Dr. B.R. Ambedkar Open University, Hyderabad

Page No. (3 )

Paragraph No.	File No. <span style="float: right;">Branch CSTD. Unit</span>	Reference
7)	<p><b>SUBJECT</b> Training programme to Record Assistants, JACT (Time Scale) — Reg.</p> <p>The Director, CSTD has sent a proposal to conduct a training programme to the Record Assistants &amp; JACT (Time Scale) on "Office Procedures and online Services". The training programme will be for 3 (three) Half-days from 10-30am to 1-40 pm. In this connection an estimation of Rs. 1,05,700/- (Rupees one lakh five thousand and seven hundred only) has <sup>been</sup> sent towards the expenditure for conduct of the above programme. Hence, the administration and financial sanction may be accorded and this expenditure may be met from (b) CSTD (c) other endenses (557) - Staff training.</p>	
8)	<p>With reference to the financial sanction requested by the Director (CSTD) it is to submit that the university has not yet received any communication from the DEB, regarding submission of proposals for</p>	<p>F.O Registrar V.C.</p>

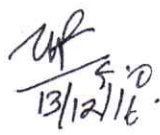
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 Mh  
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 A.R.  
 Director  
 CIARU/AC-DEB Affairs.

54/CIARU/AC-DEB Affairs/aw  
28/11/16

Nothing to be written here

  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

# Dr. B.R. Ambedkar Open University, Hyderabad

Paragraph No.	File No.	Branch	Unit	Reference																														
14.	<p>Discussed with the Registrar. The Director CSTD is requested to find out the feasibility of conducting two full day training programme in place of three half days and also requested to furnish the details on the points mentioned in para no 10 of M.F.</p> <p style="text-align: center;">  13/12/16.                      Director                      CSTD                 </p>																																	
15	<p>As per the suggestions made in para 10 regarding Miscellaneous Expenditure, Remunerations to computer Assistants and Training Material. The revised expenditure statement is furnished below:</p>																																	
16	<table border="1"> <thead> <tr> <th>S.No</th> <th>Particulars</th> <th>Amount Rs ps.</th> </tr> </thead> <tbody> <tr> <td>01.</td> <td>Inaugural Expenditure</td> <td>3,000-00</td> </tr> <tr> <td>02.</td> <td>Honorarium to the resource persons (4 sessions x 2500 x 2 days)</td> <td>20,000-00</td> </tr> <tr> <td>03.</td> <td>Local conveyance for Resource persons 4 sessions x @Rs. 500/- x 2 days</td> <td>4,000-00</td> </tr> <tr> <td>04.</td> <td>Remuneration to the Assistants (1 person @1000x2days) [?]</td> <td>2,000-00</td> </tr> <tr> <td>05.</td> <td>Hospitality ( Lunch, Tea and Snacks) (participants 34+ resource persons 2 + CSTD Staff 5 ) = 41(41 x 250 x 2 day)</td> <td>20,500-00</td> </tr> <tr> <td>06.</td> <td>Kits @Rs. 467/- x 39 +8 resource persons)</td> <td>19,600-00</td> </tr> <tr> <td>07.</td> <td>Training material [(Pen Drives) Fully Loaded training material + Resource Persons suggested books to participants] for 41 participants</td> <td>45,000-00</td> </tr> <tr> <td>08.</td> <td>Banners, Posters and Certificates</td> <td>5,000-00</td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td><b>1,19,100-00</b></td> </tr> </tbody> </table>				S.No	Particulars	Amount Rs ps.	01.	Inaugural Expenditure	3,000-00	02.	Honorarium to the resource persons (4 sessions x 2500 x 2 days)	20,000-00	03.	Local conveyance for Resource persons 4 sessions x @Rs. 500/- x 2 days	4,000-00	04.	Remuneration to the Assistants (1 person @1000x2days) [?]	2,000-00	05.	Hospitality ( Lunch, Tea and Snacks) (participants 34+ resource persons 2 + CSTD Staff 5 ) = 41(41 x 250 x 2 day)	20,500-00	06.	Kits @Rs. 467/- x 39 +8 resource persons)	19,600-00	07.	Training material [(Pen Drives) Fully Loaded training material + Resource Persons suggested books to participants] for 41 participants	45,000-00	08.	Banners, Posters and Certificates	5,000-00		<b>TOTAL</b>	<b>1,19,100-00</b>
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Nothing to be written here

178/10P  
13-12-16.


Hyderabad - 500033  
 Dr. B.R. Ambedkar Open University  
 Director CIOA  
 Authorized Signatory

# Dr. B.R. Ambedkar Open University, Hyderabad

	File No.	Branch	Unit	
Paragraph No.	<b>SUBJECT</b>			Reference
17	<p>In view of the above administration and financial sanction may be accorded to conduct the training on "Office Procedures and Online Services". The estimated amount of Rs.1,19,100/- (Rupees One lakh nineteen thousand one hundred only) may be sanctioned to conduct the workshop. The expenditure may be met from the Head of Accounts: 6) CSTD c) other expenses (557) staff training.</p>			
18	<p>Paras <u>15 &amp; 16</u> are submitted for perusal and para No. 17 is submitted for approval.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p><i>[Signature]</i> 19/12/16 JACT</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> 19/12/16 Sr. Assr</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> 20/12/16 Supt</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> Director CSTD</p> </div> </div> <div style="margin-top: 10px;"> <p><i>[Signature]</i> 20/12/16 AR (A/c - Audit)</p> <p><i>[Signature]</i> 20/12</p> <p><i>[Signature]</i> 27/12/16</p> <p><i>[Signature]</i> 28/12/16</p> </div>			<p><i>[Signature]</i> Fo</p> <p><i>[Signature]</i> Rsq</p> <p><i>[Signature]</i> VC</p>
19	<p>The file has been re-submitted by the Director, CSTD wherein revised expenditure is furnished as stated at para No. 16 of the n/f. After verifying and scrutinizing the expenditure, it is noticed that at sl. No. 12 &amp; the expenditure may be minimized to Rs. 2000/- and Rs. 3000/- respectively.</p>			
20	<p>If agreed, administrative and financial sanction may be accorded for Rs. 1,16,100/- (Rupees one lakh sixteen thousand one hundred only) towards advance for conducting the training programme on office procedural and online services.</p>			

Nothing to be written here

*[Handwritten]*  
29/12/16  
20/12/16

  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033



**CENTRE FOR STAFF TRAINING AND DEVELOPMENT (CSTD)  
DR. B.R. AMBEDKAR OPEN UNIVERSITY, HYDERABAD**

**Certificate of Participation**

*This is to certify that*

*Shri & Smt.* \_\_\_\_\_

*has participated in the Two Days Training Programme on*

**"Effective Office Procedures & Online Services"**

*for Record Assistants and JACTs (Time Scale) on 15th - 16th September 2017*

*Organised by*

*Centre for Staff Training and Development (CSTD), Dr. B.R. Ambedkar Open University*

*Hyderabad  
Date: 16-09-2017*

**Prof. E. Sudha Rani**  
Director, CSTD

  
Authorized Signatory  
Director, CICA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

SI NO - 2

File No- 66  
N/Teaching



**Dr.B.R.Ambedkar Open University**  
Centre for Staff Training and Development

**Prof. E.SUDHA RANI**  
DIRECTOR

Phone No. (0) 040-23545794  
E-mail: cstd.braou@gmail.com

LT.No. 192/CST&D/Dr.BRAOU/2017-18

Date: 04-12-2017.

To,  
The Registrar,  
Dr. B. R. Ambedkar Open University,  
Hyderabad.

Sir,

**Sub:** Conducting a three-day workshop on - "**Online Services & Internet use**"-  
permission to arrange University Vehicle - Req - Reg.

**Ref:** Vice-Chancellors approval dated: 14-11-2017

\*\*\*

I am desired by the Vice-Chancellor to organise workshop to the junior Assistant-cum-Typists/Sr.Assts. working in study centres on "**Online Services & Internet use**". The workshop is scheduled for three days i.e. from 12<sup>th</sup> to 14<sup>th</sup> December 2017, it will be held in the Vocational Lab, Academic Branch for three full days.

The main objective of the workshop is to develop and familiarise with the concepts and theory of computing and Internet skills, to familiarise the online services, responding and clearing the discrepancies through online, sensitizing the staff about ICT applications and its implications. The programme involves both theory and practical classes.

In this context, you are requested to provide an University vehicle and keep the same under the control of the Director, CSTD for 3 days from 12<sup>th</sup> to 14<sup>th</sup> December, 2017 for the use of resource persons.

Thanking you,

Yours faithfully,

*E. Sudha Rani*

**DIRECTOR**

Copy to:

1. The Care Taker

*Asst. Dir.*  
05/12/17

*P. Srinivas*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

### Workshop- 3

#### A REPORT ON THE WORKSHOP ON "ONLINE SERVICES & INTERNET USE"

The Department of Centre for Staff Training & Development Dr.BRAOU Conducted three full days workshop on "Online services & Internet Use" for all Telangana & Andhra study centre staff 12<sup>th</sup>, 13<sup>th</sup> & 14<sup>th</sup> December-2017 at Vocational lab, Academic Building, Dr.B.R.Ambedkar Open University.

Prof.E.Sudha Rani Director CSTD appraised on:

1. To update the knowledge of the staff on the work related to Online Services and Internet use
2. Adapting New Technologies on online services
3. R T I Rules

In the inaugural session Prof.C.Venkataiah the Registrar insisted the importance of the intensive training on "Online services & Internet Use" for all Telangana and Andhra study centres staff and his addressed stressed on the punctuality and preparation for new changes

#### The main objectives of the training.

In the first session Dr.Laxma Reddy Director student services spoke on "Online Admission" process in BRAOU explained about online Admissions started in 2013 Introducing to online Portal mostly Technology was improved.

In the second and third session Sri.Vasanth Rao Computer Programmer explained about Technology back ground of online services main goal is reconciliation automation system mobile computer communication model BRAOU online site. Recently online application process was executed for certificates (CMM, Migration, TC, Degree certificates)

In Fourth session Smt.Bhagya laxmi Programmer Dr.BRAOU Pratical session on online systems & Examinations

On the second day first and second sessions which were the hands on Experience sessions Sri.Raghuram Faculty MANNU. Hyd. Explained on Tips for safe Internet use and creating E-mails explained about Internet, Files Google drive creating E-mails and made the participants to work on systems

In Third & Fourth sessions was taken by Prof.G.B.Reddy (O.U.) on RTI started in 2005 Importance of information, objectives legal foundations, Instruments of Human Rights, Constitutional provisions, fundamental rights judicial interpretation supreme court & High court Judgment RTI-legal position in India RTI Act-2005 India became the 48<sup>th</sup> country in the world to enact this law, definition of RTI

On the third day first session Sri Venkat Rao Finance Officer Dr.BRAOU Dr.LVK.Reddy Assistant Director Dr.BRAOU spoke on CBCS syllabus by UGC.TV radio Audio visual classes, single window for application for certificates.

In second session spoke by Dr.AVN.Reddy Controller of Examinations & Dr. Vaddanam Srinivas Rao Additional Controller of Examinations online passed certificates issuing system processed students should contact website effective quality services to students is important.

Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

**CENTRE FOR STAFF TRAINING AND DEVELOPMENT (CSTD)  
DR. B. R. AMBEDKAR OPEN UNIVERSITY, HYDERABAD**

Three full days Training Programme on "Online Services & Internet Use"  
for all Telangana & Andhra Study Centre Staff 12<sup>th</sup>, 13<sup>th</sup> & 14<sup>th</sup> December 2017

Date and Day	1 <sup>st</sup> Session (10.30-12.00)	2 <sup>nd</sup> Session (12.00-01.30)	1.30 PM to 2.00 PM	3 <sup>rd</sup> Session (2.00- 3.30)	4 <sup>th</sup> Session (3.30-5.00)	
Day 1 12-12-17	Inaugural Introduction to On-line Admission process in BRAOU	Use of ICT in ODE with special references to the Admissions Shri.Vasanth.Rao (Programmer)	<b>Lunch Break</b>			Online Systems and Student Services by Shri.Vasanth Rao (Programmer)
Day2 13-12-17	Tips for Safe Internet Use and Creating E-mails Resource Person: Raghuram, Faculty, MANNU, Hyd	Tips for Safe Internet Use and Creating E-mails Resource Person: Raghuram, Faculty, MANNU, Hyd	<b>RTI Act Prof. G.B.Reddy</b>			<b>RTI Act Prof. G.B.Reddy</b>
Day 3 14-12-17	Panel discussions Questions & Answers Dr.Laxma Reddy Director (SSB)&Dr.LVK.Reddy Asst.Director	Panel discussions Questions & Answers Dr.AVN Reddy (COE)&Dr.Vaddanam Srinivas (Addl.COE)	<b>Stress Management &amp; Communication Skills Shri.Gandhi</b>			<b>Certificate Presentation &amp; Valedictory</b>

List of Junior Assistant & Senior Assistants Study Centre Staff Dr. B.R.A.O.U.  
Pendrives & Kits

SL.No	Emp.No	Name of the Employee	Desg.	Name of the Study Centre	Signature
1	10264	Sri k.Sataiah	JACT	Siddipet (015)	
1	10233	Sri B. Daravath Redia	JACT	Khairtabad(029)	
2	10248	Sri Mohana Krishna Chari	JACT	Nalgonda	
2	10303	Sri S.Srinivasa Chari	Roneo operator	Warangal(093) 045	
3	11032	Y.V.S.Prasad	JACT	Khammam(007)	
4	11007	Sri Ramesh Babu	JACT	Kachiguda(030)	
5	11408	Y.Praveen Kumar	DEO	Warangal(021)	
5	10204	Sri K.Narasimahappa	JACT	02 Ananthapur GDC for men	
6	10151	Sri M.V.RamanaReddy	Sr.Asst	05 Guntur JKC. College	
7	10267	Sri P.V.K.Sharma	JACT	11. Nellore Sri suruodaya college	
8	10230	Sri C.Bhaskar Reddy	JACT	65.MFC Govt.Jr.College, Kuppum,chittoor.	
9	10588	Smt K.Hemalatha	JACT	42.Vijayawada.SRR&CV R Govt degree College Machavaram.	
10	10229	K.Shiva Rao	JACT	13.CSR Sharma College	
11	10202	P.Chandrababu	JACT	41.Govt .Degree College Puttur	
12	10228	EV.Krishna Reddy	JACT	77.SCNR Govt. College Proddutur	
16	10227	YN.Kulashekhar Reddy	JACT	164. Govt.Degree College, Jammalamadugu, Kadapa	
17	10214	K.Kodanda Ramaiah	JACT	100.YSR & NVR college Tenali	

Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

13 P.M.K. Gandhi Resourcel  
Pensan

P.M.K. Gandhi



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18	10247	G.Kalyani	JACT	165. CBR Arts & Science College, Piler, Chittoor	G. Kalyani
19	10581	D.Ravi Naidu	JACT	017. S.V.Arts college, Tirupathi	D. Ravi
20	10579	K.Balaji	JACT	101.Govt.Degree college Naidupet	K. Balaji
21	11022	B.Rama Naidu	JACT	02.Govt Degree college for Women, Anantapur	B. Rama Naidu
22	11023	T.Ravi Sekhar Reddy	JACT	003. Govt Degree college for Men Kadapa	T. Ravi Sekhar Reddy
23	11025	P.Narasimha Rao	JACT	005.JKC college Guntur	P. Narasimha Rao
24	11036	M.Ratnaiah	JACT	011.Sri Sarvodhya College Nellore	M. Ratnaiah
25	11028	P.Kondal Rao	JACT	016. Govt Degree college for Men Srikakulam	P. Kondal Rao
26	11034	K.Murali Mohan	JACT	064. PVKN Degree college, Chittoor	K. Murali Mohan
27	11035	B.Vasundhara	JACT	161. SPW Degree college, Tirupathi	B. Vasundhara
28	11033	V.Guravaiah	JACT	059.Jawarbharathi college. Kavali	V. Guravaiah
29	11027	K.Dasawanth Rao	JACT	062. PR Govt. Kakinada	K. Dasawanth Rao
30	11031	B.Ashok Kumar	JACT	159.DK Govt. Degree college for women. Nellore	B. Ashok Kumar
31	11024	CH.Indravaraprashini	JACT	184.CSSR & SRRM Degree college kamalapuram, Kadapa.	Ch. Indira Varan Prasadini
32	11021	A.Vani	JACT	042.SRR&CVR Govt.Degree college Vijayawada.	A. Vani
33	10361	P. Kuppa Naidu	JACT	Govt.Degree college,	P. Kuppa Naidu

Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

34 10365 R. Chennappa JACT 008 Kurnool R. Chennappa  
Raghu Ram Resource  
Rishu  
R. Chennappa

Dr. B.R. Ambedkar Open University, Hyderabad

File No.

Page No. ( 1 )

Branch

Unit

Paragraph No.

**SUBJECT** Orientation programme on "Online services and internet use" for three days to all the study centre staff of Telangana.


Reference

1) Dr. B.R. Ambedkar University is the first Open University in the country with 34 years of experience in the field of distance education. The University launched On-line Services in certain areas. Of administration i.e., enrolment for E.T. taking services, fee payments and succeeded in its efforts. In this context. It is time to sensitise the Study Centre Staff and utilise the services in online process.

2) In this context, the Centre for Staff Training and Development (CSTD) would like to organise for the first time an Orientation programme on "On-line Services and Internet Use" for three days to all the study centre staff of Telangana. Record Assistants/Junior Assistants and Sr. Assistants from different RCCs and study centres in the month end of December, 2016.

3) The main objective of the programme is to develop and familiarise with the concepts and theory of internet skills, computing and on-line skills. To familiarise the online services, responding and clearing the discrepancies through on-line, sensitizing the staff about ICT applications and its implications. The programme involves both theory and practical classes. The duration of the programme will be for 3 days, with 4 sessions each day.

4) At present there are nearly 14 regular study centre staff working in the different RCCs and Study Centres in Telangana. The staff working in the RCCs and Study Centres will be paid TA/DA and lodging charges as per the University rules. List of participants is enclosed at Annexue -1.

  
Authorized Signatory  
Director, CIAA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

# Dr. B.R. Ambedkar Open University, Hyderabad

File No.

Branch CSTD. Unit

SUBJECT

Paragraph No.

Reference

The Director, CSTD has been proposed to conduct three days orientation programme on "online Services and Internet use" for the staff who are working <sup>regularly</sup> in the different RCCs and study centres in Telangana state. In this connection an estimation amount of Rs. 1,76,250/- (Rupees one lakh seventy six thousand two hundred and fifty only) has been sent for Administration and financial sanction to conduct the above programme. Hence, the amount may be met from University funds under the Head of A/c (b) CSTD (c) other expenses (557) staff Training.



*Ans*  
28/11/16

*MML*  
28/11/16  
A.R.

Director  
CIO & UGC-DEB  
Affairs


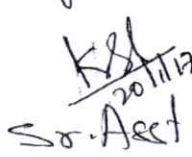
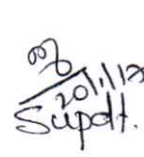
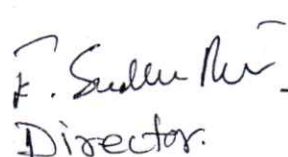

F-0  
Registrar  
V.C

*Murthy*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

	File No.	Branch	Unit	
Paragraph No.	<p><b>SUBJECT</b> Three day Orientation programme "On-line Services and Internet use".</p>			Reference
11.	<p>As it is noticed that about (8) eight member nonlocal employees are expecting to attend the orientation programme, lodging charges may be paid to them when their accommodation in the university Guest House is not available. A certificate to that effect may be obtained from the Guest House Incharge.</p>			
12.	<p>Details of Training material to be procured for the orientation programme is required in future. Miscellaneous expenditure of Rs.5,000/- is not allowed. The TA &amp; DA may be paid to participants as per norms of the University. The advance is a tentative estimated expenditure.</p>			
13.	<p>In view of the above, Admn &amp; Financial sanction may kindly be accorded for Rs. 1,71,250/- (Rs. one lakh seventy one thousand two hundred and fifty only) to meet the expenditure for conducting 3 day Orientation programme on "on-line services and Internet use" and the amount may be advanced to CSTD. The amount may be met from Head of A/c (6) CSTD (C) other expenses 557) Staff Training.</p>			<p style="text-align: right; color: blue;">                       Authorized Signatory                      Director, CIQA                      Dr. B.R. Ambedkar Open University                      Hyderabad - 500033                 </p>
11.	<p>Dates 14/8/12 for perusal and para 13 Submitted</p>			<p style="text-align: right;">                       12/8/12                      P.S. Srinivas                 </p>

# Dr. B.R. Ambedkar Open University, Hyderabad

Paragraph No.	File No. 13 Branch CSTD Unit	Reference
	<b>SUBJECT :-</b> Orientation Programme on "Online Services and Internet Use"	
18	<p>In view of the above administrative and financial sanction may be accorded to conduct three day orientation programme on "Online Services and Internet Use". The estimated amount of Rs. 87,500/- (Rupees eighty seven thousand five hundred only) may be sanctioned to conduct the Orientation programme. The expenditure may be met from the University Head of Accounts: 6) CSTD c) other expenses (557) staff training.</p>	
19.	<p>Paras 17. are submitted for perusal and para No 18 is submitted for the approval.</p> <p>                     JACT <i>[Signature]</i> 20/12/16                      Sr.Asst. <i>[Signature]</i> 20/12/16                      DIRECTOR CSTD <i>[Signature]</i> </p> <p> <i>[Signature]</i> 20/12                      AR (Pre-Audit) <i>[Signature]</i> 20/12/16  <i>[Signature]</i> 20/12/16  <i>[Signature]</i> 20/12/16                 </p> <p>                     VC <i>[Signature]</i>                      Authorized Signatory                      Director, CIQA                      Dr. B.R. Ambedkar Open University                      Hyderabad - 500033                 </p>	<p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p>
20	<p>The Director, CSTD has resubmitted the file after making some modifications as stated at Para nos. 17 and 18 of the n/f. After scrutiny of the expenditure the total amount is calculated to Rs. 84,500/- (Rupees eighty four thousand five hundred only).</p>	
21	<p>The outside participants may be paid actual TA &amp; DA and lodging charges at per university norms. Local participants may be paid Rs.150/- on local conveyance. on aural expenditure and posters, banners &amp; certificates</p>	

	File No.	Branch	Unit	
Paragraph No.	<b>SUBJECT</b> Orientation Programme on "online services and internet use" for three days to all the study centre staff of Telangana			Reference
27	<p>Hence a Contingent bill along with the file is submitted to the Finance Branch the bill may be passed for Rs 84,500/- (Rupees Eighty Four thousand five hundred only) and Cheque may be issued in favour of Director CSTD, Dr. BRAOU, Hyd.</p> <p>  JACT.                       Sr. Asst                       Supdt.                       Director.             </p>			F.O.
 Authorized Signatory Director, CIQA Dr. B.R. Ambedkar Open University Hyderabad - 500033				

**Dr.B.R.AMBEDKAR OPEN UNIVERSITY**  
**CENTRE FOR STAFF TRAINING AND DEVELOPMENT**  
 List of Teaching Staff, RCC's. & P.G. Study Centres)  
 (Asst. Directors & Joint Directors)

S.No.	Centre Code	Name	Designation	Mobile No.
1		Prof.Y.S.Kiranmayi	Professor, Business Management	
2		Prof. A.Sudhakar	Professor & Dean, Faculty of Commerce	
3		Prof.C.Venkataiah	Professor of Public Administration	
4		Sri G.Malla Reddy	Assoc. Professor, Department of Commerce	
5		Prof. E.Sudha Rani	Professor, Department of History	
6		Prof. (Mrs) G.Pushpa Chakrapani	Professor & Head, Department of Physics	
7		Prof.Shakeela Khanam	Professor & Dean, Faculty of Arts	
8		Dr.P.Madhusudhan Reddy	Professor, Dean, Faculty of Science	
9		Prof.C.Rajamouli	Professor, Faculty of Education	
10		Dr.I.Anand Pawar	Assoc. Professor, Department of Commerce	
11		Dr. Prameela Kethavath	Asst. Professor, Head, Department of Chemistry	
12		Dr.Pallavi Kabde	Asst. Professor, Head, Department of Public Administration	
13		Dr.Vaddanam Srinivas Rao	Asst. Professor, Head, Department of History	
14		Dr.Gunti Ravinder	Asst. Professor, Department of Political Science	
15		Dr.G.Saroja	Asst. Professor, Head, Department of Lib.Science	
16		Dr.A.Venkat Ram Narsimha Reddy	Asst. Professor, Department of Public Administration	
17		Dr.Paul Ratnakar Gudapati	Asst. Professor, Department of Education	
18		Dr.G.Mary Sunanda	Asst. Professor, Department	


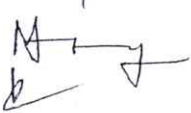
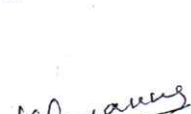
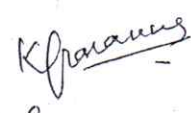
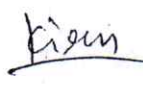


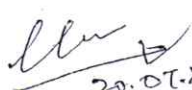
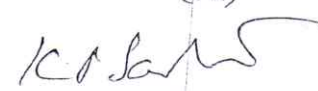
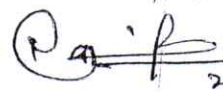
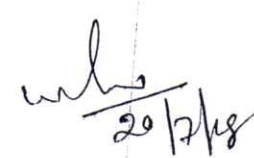
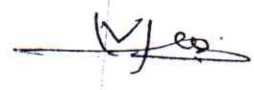
*Aswathy*  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

			of Education	
19		Dr.Chandrakala	Asst. Professor, Department of Education	
20		Dr.G.Lakshmi	Asst. Professor, Head, Department of Political Science	
21		Sri.D.Rabindranath Solomon	Asst. Professor, Department of Commerce	
22		Dr. A.Kishore Kumar Reddy	Asst. Professor, Department of English	
23		Dr.N.Rajani	Asst. Professor, Head, Department of Telugu	
24		Dr.K.Sridevi	Asst. Professor, Department of Mathematics	
25		Dr.G.Dayakar	Asst. Professor, Department of History	
26		Dr.P.Venkata Ramana	Asst. Professor, Department of Sociology	
27		Dr.B.Srinivas	Asst. Professor, Head, Department of Sociology	
28		Dr.K.Rani Rajitha Madhuri	Asst. Professor, Head, Department of English	
29		Dr.K.Krishna Reddy	Asst. Professor, Head, Department of Economics	
30		Prof. V.Srinivas	Professor of Department of Mathematics	
31		Dr. Laxma Reddy	CS&CP, Director	
32		Dr. LKV Reddy	SSB, Asst. Professor	
33		Dr. Krishna Rao	SSB, Joint Director	
34		Dr. BanothLal	SSB, Joint Director	
35	(01)	Dr.G.Yellaiah	Asst. Director, Adilabad	9866210222 ✓
36	(09)	Dr.V.V.Kanaka Durga	Asst.Director,Mahaboobnagar	9849973770 ✓
37	(15)	Dr. A. Renuka Devi	Asst. Director,Govt. Degree college, Siddipet	9618016062 ✓
38	(10)	Dr. Banothu Dharma	Asst. Director, Nagarjuna Govt. college. Nalgonda	9246153893 ✓ 9494443840 ✓
39	(12)	Dr. D. Sammaiah	Asst. Director, Giriraj Govt. Degree college,Nizamabad	9440026629 ✓
40	(07)	Dr. A. Rama Devi	Asst. Director, SR&BGNR Govt. college Khammam	9989062242 ✓
41	(06)	Dr. E. Rajender Reddy	Asst. Director, SRR Govt. Degree college, Karimnagar	7794929484 ✓
42		Dr. Ch. C. Prasad	Asst. Director, SRR & CVR Govt. Degree college,	9441363720 ✓

  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033



Attendee List of Consultants / Academic Associates

NAME		Signature
M. Kishore	Dept. of Zoology	
Y. Kumar	Dept. of Botany	
K. Umadevi	Dept. of Education	
Dr. K. Prasanna	Dept of Sociology	
K. Kiran Kumar	Dept of Library & Info. Science.	
D. Koteswara Rao	Dept of Chemistry	
P. Sumil Kumar	Dept. of Public Relations	
V. Chakravarthy	Dept of Busi. Mgmt	
Dr K. P. SASTRY	Dept B. Mgr	20.07.2018 (Fri)
NARSIMULU	Academic Assoc. DEPT. of Psychology	 20/7/2018
Dr. U. Vijaya Usha Sree	Academic Associate	 20/7/2018
Dr. Venula Muttu.	Dept of Physics Academic Associate Department of Edu	 



**CENTRE FOR STAFF TRAINING AND DEVELOPMENT (CSTD)**  
**Dr. B.R. Ambedkar Open University**  
Hyderabad, Telangana State, India

**Certificate**

*Certified that :* \_\_\_\_\_

*Designation :* \_\_\_\_\_

*has participated in the two days  
workshop on*

**"Translation from English to Telugu"**

*For all Faculty Teachers &  
Academic Consultants*

*organised by*

*Centre for Staff Training and Development (CSTD) on 12<sup>th</sup> & 13<sup>th</sup> June, 2018  
at Dr. B.R. Ambedkar Open University Campus, Hyderabad*

*Date: 13-06-18  
Hyderabad*

*Prose*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

Prof. E. Sudha Rani

Director

SI NO - 4

File No - 80  
Teaching -

Sl. No. 1.



**Dr. B.R. Ambedkar Open University**  
Centre for Staff Training and Development

**Prof. E. SUDHA RANI**  
DIRECTOR

Phone No. 040-23545794  
E-mail: cstd.braou@gmail.com

Lt. No. <sup>303</sup> /CST&D/Dr. BRAOU/2018-19

Date: 17/07/2018

To,  
Sir/Madam \_\_\_\_\_

Sub: CSTD- Conducting a one day training programme on "Digital On-screen Evaluation System" to all the teaching staff and Joint Directors, Deputy Directors and Asst. Directors working in the University and RCC's on 20<sup>th</sup> July, 2018.

\*\*\*

I am desired by the Vice-Chancellor to organise a training programme to all the Teaching staff and Joint Directors, Deputy Directors, Asst. Directors working in the University and RCC's on "Digital On-screen Evaluation System". The training programme is scheduled on **20<sup>th</sup> July, 2018 at 10:30 a.m to 5:00 p.m.** It will be held in the vocational Lab, Academic Building, Dr. BRAOU.

The main object of the training programme is to utilise the modern technology in Evaluation System. Digital On-screen Evaluation System is the Technology to improve current examination paper checking process to quicken the valuation procedure and to minimize the labour in many operations in effective way. The training programme proposes to impart hands on experience with the practical sessions taken by Magnetic Solutions Ltd, Hyderabad. This training programme is a part of the reforms initiated by our University in evaluation system using modern technology.

You are well aware that all the training programmes conducted by the CSTD are mandatory and such trainings will enhance the capacities of the employees for better performance.

In this context, you have to report at 10.30 A.M at Vocational Lab to attend the workshop for one day.

Thanking you,

*F. Sudha Rani*  
DIRECTOR

*Authorized Signatory*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

## Workshop- 5

### A REPORT ON THE WORKSHOP ON “DIGITAL ON-SCREEN EVALUATION SYSTEM”

A One day workshop on “Digital On-Screen Evaluation System” was conducted by Centre For Staff Training And Development (CSTD) 20<sup>th</sup> July, 2018 at Vocational lab, Academic Building, Dr.B.R.Ambedkar Open University for Faculty members of Dr.BRAOU, Asst.Directors & Joint Directors working in the University and RCC's of the University attended the workshop.

Prof. E.Sudha Rani Director CSTD welcomed the guests and briefed the objectives of the Workshop. The Vice-Chancellor Prof. K.Seetharama Rao in his address emphasised the use of technology in the effective functioning of the University and said that without use of Technology we will remain backward and also explained the need of going for On-Screen Evaluation to avoid delay in evaluation process and hence University took a decision to adopt On-Screen Evaluation for PG and later will be extended to Graduate courses.

Registrar Prof. C.Ventakaiah also stressed on the use of technology and employees need to adopt technology according to the changing times.

In the first session, Sri.P.C.Mouli of Magnetic Solutions explained the introduction importance of conducting Examinations and Scanning. He said that Technology is speeding up the work more efficiently and serve dual role of saving time and giving results on time. He further added that collecting the answer sheets from study centres, transport and arranging answer sheets to evaluators etc such all problems in manual correction will be rectified in this process. He said that in Digital On-Screen Evaluation System, instead of using pen we are using keyboard and mouse. He cited the example of Maharastra Open University where the process introduced in the year 2015, is effectively YCMOU catering the needs.

In the second session Sri.B.Sudhakar explained about the answer sheet evaluation. He explained the issues of On-Screen marking system, On-Screen marking Case Study, MCQ processing, OMR Processing. He also explained the features for On-Screen evaluation and also some features of Automated Paper Generation System, Automated Distribution of Question Paper and Answer Books Digitalisation. He gave a demo of book scanners and Answer Books Digitalisation and Evaluation control, On-Screen Marking Software and Evaluation Role Based Authentication.

In the third session – Practical Session was taken on ‘Answer Sheet Evaluation’ Sri.Mohan was the Resource person. He appraised the care to be taken in the scanning process, the booklet contains 28 pages (Twenty Eight) if one page is damaged it count only 27 pages and immediately report to Supervisor and communicate to the Controller of Examinations.

Fourth and Interactive Session, was conducted on ‘Result Generation’ Resource Persons for this session were Sri. Siva Krishna and Sri. Chakrapani. They discussed about the Bundles allocation is automatic process, Answer books are evaluate first, Evaluators sent SMS to the Teachers, Controller of Examinations can view the dash board, how many evaluators involved in the work and work assigned to them, with this process the results will be given within short span of time.


The participants were given some scripts and asked to evaluate On-Screen which all participants did with enthusiasm and were successful in the On-Screen Evaluation.

In the Valedictory Session, Director Academic Prof. Y.S. Kiranmayi congratulated the participants and said that everyone got benefited through the workshop. The Controller of Examinations Dr. A.V.R.N. Reddy said that the P.G. scripts will be evaluated through On-Screen and will be extended to other programmes in future. The workshop ended with the distribution of certificates to the participants and formal vote of thanks by Prof. E. Sudha Rani, Director CSTD.

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
500283

	File No.	Branch	Unit
Paragraph No.	<b>SUBJECT</b> <i>Oneday workshop On "Digital On-screen Evaluation for all Teachers - Reg.</i>		
1.	<p>The University has instituted "Digital On-screen Evaluation System". Digital On-screen Evaluation System is the technology to improve current examination paper checking process. To quicken the valuation procedure and to minimize the labour many operations are there. Traditional paper checking process is time consuming and involves many logistical activities. Physically answer sheet to be stored at central location in secure environment. Exam paper checker need to visit this centralized location in order to evaluate answer sheets of the individual students. Location is one of the important constraint in such situation. If there are thousand of answer sheets to be evaluated then you may need hundreds of evaluators who should visit this central location and evaluate answer sheets in secure manner. Moderators are also expected to visit location to moderate/recheck answer sheets. Time consumed for this activity along with cost is higher.</p>		
2.	<p>There are norms where students can request to have photocopy of the checked/evaluated answer sheet. In traditional method it becomes tedious job of manually getting out answer sheet and photocopying it in order to issue it to student. In traditional way of answer sheet evaluation it is essential to hide identify of students details to avoid malpractices. Manually each answer sheet should be arranged so as to hide identity of the student.</p>		
3.	<p>As per the request of C.O.E, and also keeping in view of the above reasons for the need of on-screen evaluation, CSTD proposes to organise one day awareness Training Programme to all Teachers of the University and heads of regional coordination centres about " Digital On-screen Evaluation System". Awareness and Training programme proposed on 20<sup>th</sup> July, 2018 and also impart hands-on experiences with the practical sessions.</p>		
4.	<p>The following aspects will be included in the awareness and Training Programme:</p> <p>(a) Answer Sheet Scanning: It involves process to scan each answer sheet and store in software system in secure manner.</p> <p>(b) Answer Sheet Evaluation: There is no location constraint in such case. Any examiner/answer sheet checker or Moderator can verify/evaluate answer sheets sitting at their location. Person can securely login to the system and can evaluate scanned answer sheets. Technology driven process is efficient and time needed to evaluate answer sheet reduces significantly as physical handling of answer sheet is eliminated. Logistical cost and travel management of each evaluator/moderator is eliminated.</p> <p>(c) Result Generation become auatomated system can directly calculate result and can generate marksheet instantly. It can eliminte process of manually entering marks in the software.</p> <p>(d) Re-Evaluation of Answer Sheet: Sometimes students request for re-evaluation or rechecking of answer sheets. On screen evaluation makes it simpler to do this activity. This process can be completed in record time. It can help to generate results in quick time.</p>		
5.	<p>The four resource persons from Magnetic solutions Ltd, Hyderabad, has concerted our University to be the Resource Persons for the workshop.</p>		

Reference

  
**Authorized Signatory**  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

Paragraph No.

**File No.** **Branch** **Unit**

**SUBJECT** *Oneday workshop on "Digital On-screen Evaluation" for All Teachers - Reg.*

**Reference**

6.

Estimated Expenditure for organising training programme

S.No	Particulars	Amount
1	Inaugural Expenditure	2,000-00
2	Honorarium to the resource persons (@ Rs.2500/- per session) 4x2500	10,000-00
3	Local conveyance (4x500)	2000 -00
4	Hospitality (Rs.45 participants+4 Resources persons) (49x 250) 1 day	12,250-00
5	Banners/Certificates	3,000-00
6	T.A&D.A. for Outside participants from R.C.C Study Centres	20000-00
7	Photography	1500-00
8	Folders/Scribbling pads/pens	5,000-00
<b>Total:</b>		<b>55,750-00</b>

7.

In the view the above, administrative and financial sanction may be accorded to conduct the above said workshop. The estimated expenditure for workshop is Rs.55,750/- (Fifty five thousand seven hundred and fifty only) may be sanction to conduct the workshop.

8.

The expenditure may be met from the University grants under sub-head 557 Staff Training Programmes.

Para 1 to 6 are submitted for persual and para 7 is submitted for approval.


*Shankar*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open Univers  
Hyderabad - 500033

*302/010/CSID*  
*13/7/18*  
*JACT*

*13/7/18*  
*SUPdt*

*K. Sudha Devi*  
DIRECTOR -

*FO*  
Registrar  
V.C.

Paragraph No.	File No.	Branch	Unit	Reference
	SUBJECT			
9.	<p>As per notings from para No. 1 To 8 of notefile. The Director [CSTD] proposed to Conduct Awareness and Training programme on 20-7-2018, for Teachers. As per the request of COE, "Digital on-screen Evaluation System" is the technology to improve current Examination paper checking process, Time Consumed for this activity along with Cost is higher. Training Programme to all Teachers of the University and heads of regional Co-Ordination Centres. The following aspects will be included in the awareness and Training programme</p> <ol style="list-style-type: none"> <li>1. Answer sheet Scanning.</li> <li>2. Answer sheet Evaluation.</li> <li>3. Result Generation become automated System can directly calculate results and can generate marksheet instantly. It can eliminate process of manually entering marks in Software.</li> <li>4. Re-Evaluation of Answersheet.</li> </ol>			
10.	<p>If agreed, Administrative and Financial Sanction may be accorded to Conduct the above said workshop. The estimated Expenditure for workshop is Re. 55,750/- (Rupee Fifty five thousand seven hundred</p>			 Authorized Signatory Director, CIQA

SINO-5

File No-67



**Dr.B.R.Ambedkar Open University**  
Centre for Staff Training and Development

**Prof. E.SUDHA RANI**  
DIRECTOR

Phone No. 040-23545794  
E-mail: cstd.braou@gmail.com

Lr.No. <sup>279</sup> CST&D/Dr.BRAOU/2018-19

Date: 22/11/2018.

To  
The Registrar  
Dr.B.R.Ambedkar Open University  
HYDERABAD.

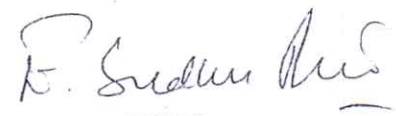
Sir,

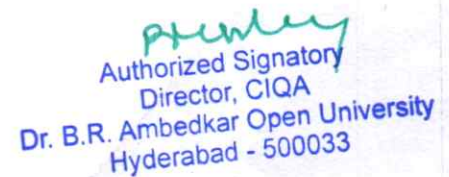
Sub: CSTD- Conducting a 15 days Computer Training programme for Non-teaching Staff (JACTS/Sr.Assts.) from 2.00 to 5.00 P.M – provide an University vehicle- Reg  
\* \* \*

I am desired by the Vice-Chancellor to conduct Computer Training programme on "M.S.Office" to the Jr.Assistants/Sr.Assistants for 15 days i.e 27<sup>th</sup> November,2018 to 11<sup>th</sup> December, 2018 from 2.00 to 5.00 P.M (two sessions). It will be held in the Vocational Lab of Academic Branch.

In this context, you are requested to provide an University vehicle and keep the same under the control of the Director, CSTD for 15 days from 27<sup>th</sup> November, 2018 to 11<sup>th</sup> December, 2018 for the use of Resource Persons.

Thanking you,

  
DIRECTOR

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033




# Dr. B.R. Ambedkar Open University, Hyderabad

Page No. ( 1 )

Paragraph No.	File No.	Branch	Unit	Reference
1.	<b>SUBJECT</b> Computer Training programme for Non-Teaching staff (JACT's) of the University - Reg.			
2.	<p>The University has taken up the computerisation of its functions to speed up the work online in Student Learner Services, Examination Branch and Library. The Non-teaching staff of the University have been provided with basic training in different phases i.e in the year 1995, 1999, 2003, 2012. Recently many employees have taken promoted to Junior Assistant from Office Subordinates by virtue of their seniority. However they are yet to be introduced and trained to meet the fast changing needs of the University. Knowledge of IT is must in 21<sup>st</sup> century. Besides the knowldge of soft skills and Digital skills make a positive input of the employees job readiness and enbale them to work effecively at work place. The basic IT awareness such as M.S.Office and Internet skills i.e M.S.word, M.S. Excel helps them in effective functioning of tasks such as online transaction of creating Purchase Orders, Delivery Challans, Meeting Agenda and Minutes, designing forms and reports. Maintaining Accounts, distribution of salary status, Online Admission process etc.,. At present the CSTD is now proposing a 15 days Computer Training Programme (M.S.Office &amp; Excel) for 30 members of Non-teaching Staff in the cadre of Jr.Assistant in one batch, in each day on the direction of the University authorities.</p>			
3.	<p>The Resource persons will be paid for Rs.2,500/- as honorarium and Rs.500/- as Local Conveyance per day for conducting the Computer Training Programme.</p>			
	<p>The approximate cost will be around Rs.1,18,500/-. It is estimated that an amount of Rs.1,18,500/- (Rupees One Lakh Eighteen Thousand Five Hundred only) will be incurred to meet the expenditure of honorarium and Local Conveyance to Resource persons,Hospitality and stationery etc., as detailed below.</p>			

Nothing to be written here

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

Paragraph No.	File No.	Branch	Unit	Reference
5.	SUBJECT			
	<p>It is seen from the list of participating employees that some of the employees have been promoted to Senior Assistant. A fresh list of JACTs may obtained from the Administrative Branch for providing Training programme. Hence the file is sent back.</p>			<p>F. Suddha Rao Director (CSTD)</p>
	<p>Supdr. DR I DR II DR III</p>			

Nothing to be written here

*[Signature]*  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

# Dr. B.R. Ambedkar Open University, Hyderabad

Paragraph No.	File No.	Branch	Unit	Reference																					
	<b>SUBJECT</b>																								
6	<p>As per the paragraph No.05, the latest list of Jr.Assistants/Sr.Assistants was acquired from the administration and the eligible candidates for the training were identified. The revised statement of expenditure and the list furnished below.</p> <p><b>Statement of revised estimated expenditure for the proposed Computer Training for Non-Teaching Staff.</b></p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Honorarium to the Resource persons @2,500/- per session (having 2sessions each day) Rs.2500x2sessionsx 15 days=</td> <td>75,000-00</td> </tr> <tr> <td>2.</td> <td>Local Conveyance for Resource Persons @ Rs.500/- per session (having 2 sessions each day) (2sessionsx15days xRs.500) (2x500x15)=</td> <td>15,000-00</td> </tr> <tr> <td>3.</td> <td>Hospitality (Tea/coffee, Biscuits etc., @ Rs.50/- per head) Rs.50x29 membersx15 days=</td> <td>21,750-00</td> </tr> <tr> <td>4.</td> <td>Scribbling pads, Ball pens @ Rs.50/- (29 members @ Rs.50)</td> <td>1,450-00</td> </tr> <tr> <td>5.</td> <td>Banners &amp; Certificates</td> <td>3,000-00</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td>1,16,200-00</td> </tr> </tbody> </table>			S.No	Particulars	Amount	1.	Honorarium to the Resource persons @2,500/- per session (having 2sessions each day) Rs.2500x2sessionsx 15 days=	75,000-00	2.	Local Conveyance for Resource Persons @ Rs.500/- per session (having 2 sessions each day) (2sessionsx15days xRs.500) (2x500x15)=	15,000-00	3.	Hospitality (Tea/coffee, Biscuits etc., @ Rs.50/- per head) Rs.50x29 membersx15 days=	21,750-00	4.	Scribbling pads, Ball pens @ Rs.50/- (29 members @ Rs.50)	1,450-00	5.	Banners & Certificates	3,000-00		Total	1,16,200-00	
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7	<p>Permission may be accorded to conduct the Computer Training to Non-Teaching Staff in the cadre of Junior Assistants/Sr.Assistants of the University and Rs.1,16,200/- (One Lakh Sixteen Thousand Two Hundred only) may be sanctioned as an advance to meet the expenditure.</p>																								
8.	<p>Paras 01 to 07 submitted for approval.</p>																								

JACT

supdt

Sudhakar  
Director  
CSTD

70  
Registrar  
V.C.

Nothing to be written here

00/1373/CSD  
20/11/2018

579/158  
22/11/18

Dr. Theerth  
21/11/18

Supdt (Ac. Audit)  
22/11/18

Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

✓  
✓

A 15<sup>th</sup> days Computer Training Programme on "M.S.Office" for Non-Teaching Staff  
(JACTS/Sr.Assts) from 27th November 2018 to 11th December, 2018 from 2.00 to 5.00PM. at  
Vocational Lab, Academic Building, Dr.BRAOU.

**Attendance List of the Participants**

S.No	Name	Designation	27/11/18	28/11/18	29/11/18	30/11/18	01/12/18
1	Smt. J.Sandhya Rani	JACT	J.S	J.S	J.S	J.S	J.S
2	Sri. G.Mahesh Goud	JACT	G.M	G.M	G.M	G.M	G.M
3	Sri. P.Satyam	JACT	P.S	P.S	P.S	P.S	P.S
4	Sri. K.Somi Reddy	JACT	-A-	K.S	K.S	K.S	K.S
5	Sri. M.Buddha	JACT	M.B	M.B	M.B	M.B	M.B
6	Smt. CH.Sunitha	JACT	CH.S	CH.S	CH.S	CH.S	CH.S
7	Sri. K.Koteswara Rao	JACT	K.K	K.K	K.K	K.K	K.K
8	Sri E.Chandra Reddy	JACT	-A-	-A-			
9	Sri J.Venkatapitchaiah	JACT	-A-	-A-			
10	Sri. Mohd.Tajuddin	JACT	M.T	M.T	M.T	M.T	M.T
11	Sri B.Vittal Reddy	JACT	B.V	B.V	B.V	B.V	B.V
12	Smt.G.Jyothisree	JACT	G.J	G.J	G.J	G.J	G.J
13	Smt.A.Devika	JACT	A.D	A.D	A.D	A.D	A.D
14	Sri B.GopakKrishna	JACT	B.G	B.G	B.G	B.G	B.G
15	Sri B.Vishwanath Gupta	JACT	B.V	B.V	B.V	B.V	B.V
16	Sri M.Kotya	JACT	M.K	M.K	M.K	M.K	M.K
17	Smt. T.Sharada	JACT	T.Sharada	T.Sharada	T.Sharada	T.Sharada	T.Sharada
18	Smt. R.Bhoolaxmi	Sr.Asst	-A-	R.B	R.B	R.B	R.B
19	Smt. B.Thirupathamma	Sr.Asst	B.T	B.T	B.T	B.T	B.T
20	Sri B.Pandu	JACT	B.P	B.P	B.P	B.P	B.P
21	Sri K.Prem Kumar	JACT	-A-	-A-			
22	Sri V. Yadagiri	JACT	V.Y	V.Y	V.Y	V.Y	V.Y
23	Sri. C. Eshwar Prasad	Sr.Asst	-A-	-A-			
24	Sri. E. Sudhakar	JACT	-A-	-A-			
25	Sri. B.V. Rami Reddy	JACT	B.V	B.V	B.V	A	B.V
26	Smt. D.Rajeshwari	JACT	-A-	-A-			
27	Sri. P.Manohar Raju	JACT	P.M	P.M	P.M	P.M	P.M
28	Sri. V.Shankar Rao	JACT	V.S	V.S	V.S	V.S	V.S
29	Sri .B.Ramachandrudu	Sr.Asst	B.R	B.R	B.R	B.R	B.R

A 15<sup>th</sup> days Computer Training Programme on "M.S.Office" for Non-Teaching Staff  
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Attendance List of the Participants

S.No	Name	Designation	02/12/18	03/12/18	04/12/18	05/12/18	06/12/18
1	Smt. J.SandhyaRani	JACT	J.S	J.S	J.S	J.S	J.S
2	Sri. G.Mahesh Goud	JACT	G.M	G.M	G.M	G.M	G.M
3	Sri. P.Satyam	JACT	P.S	P.S	P.S	P.S	P.S
4	Sri. K.Somi Reddy	JACT	K.S	K.S	K.S	K.S	K.S
5	Sri. M.Buddha	JACT	M.B	M.B	M.B	M.B	M.B
6	Smt. CH.Sunitha	JACT	CH	CH	CH	CH	CH
7	Sri. K.Koteswara Rao	JACT	K.K	K.K	K.K	K.K	K.K
8	Sri E.Chandra Reddy	JACT	E.C	E.C	E.C	E.C	E.C
9	Sri J.Venkatapitchaiah	JACT	J.V	J.V	J.V	J.V	J.V
10	Sri.Mohd.Tajuddin	JACT	TP	TP	TP	TP	TP
11	Sri B.Vittal Reddy	JACT	B.V	B.V	B.V	B.V	B.V
12	Smt.G.Jyothisree	JACT	G.J	G.J	G.J	G.J	G.J
13	Smt.A.Devika	JACT	A.D	A.D	A.D	A.D	A.D
14	Sri B.GopakKrishna	JACT	B.G	B.G	B.G	B.G	B.G
15	Sri B.Vishwanath Gupta	JACT	B.V	B.V	B.V	B.V	B.V
16	Sri M.Kotya	JACT	M.K	M.K	M.K	M.K	M.K
17	Smt. T.Sharada	JACT	T.Sharada	T.Sharada	T.Sharada	T.Sharada	T.Sharada
18	Smt. R.Bhoolaxmi	Sr.Asst	R.B	R.B	R.B	R.B	R.B
19	Smt. B.Thirupathamma	Sr.Asst	B.T	B.T	B.T	B.T	B.T
20	Sri B.Pandu	JACT	B.P	B.P	B.P	B.P	B.P
21	Sri K.Prem Kumar	JACT	K.P	K.P	K.P	K.P	K.P
22	Sri V. Yadagiri	JACT	V.Y	V.Y	V.Y	V.Y	V.Y
23	Sri.C. Eshwar Prasad	Sr.Asst	C.E	C.E	C.E	C.E	C.E
24	Sri. E. Sudhakar	JACT	E.S	E.S	E.S	E.S	E.S
25	Sri. B.V. Rami Reddy	JACT	B.V	B.V	B.V	B.V	B.V
26	Smt. D.Rajeshwari	JACT	D.R	D.R	D.R	D.R	D.R
27	Sri. P.Manohar Raju	JACT	P.M	P.M	P.M	P.M	P.M
28	Sri. V.Shankar Rao	JACT	V.S	V.S	V.S	V.S	V.S
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Attendance List of the Participants

S.No	Name	Designation	07/12/18	08/12/18	09/12/18	10/12/18	11/12/18
1	Smt. J.Sandhya Rani	JACT				J.S.	J.S.
2	Sri G.Mahesh Goud	JACT					
3	Sri. P.Satyam	JACT				PS	PS
4	Sri. K.Somi Reddy	JACT				KS	KS
5	Sri. M.Buddha	JACT					
6	Smt. Ch.Sunitha	JACT				CS	CS
7	Sri. K.Koteswara Rao	JACT				KS	KS
8	Sri E.Chandra Reddy	JACT					
9	Sri J.Venkatapitchaiah	JACT					
10	Sri.Mohd.Tajuddin	JACT				TP	TP
11	Sri B.Vittal Reddy	JACT				BR	BR
12	Smt.G.Jyothisree	JACT					
13	Smt.A.Devika	JACT					
14	Sri B.GopalKrishna	JACT				BGK	BGK
15	Sri B.Vishwanath Gupta	JACT				BVG	BVG
16	Sri M.Kotya	JACT				MK	MK
17	Smt. T.Sharada	JACT					T.Sharada
18	Smt. R.Bhoolaxmi	Sr.Asst				RB	RB
19	Smt. B.Thirupathamma	Sr.Asst				BT	BT
20	Sri B.Pandu	JACT					
21	Sri K.Prem Kumar	JACT					
22	Sri V. Yadagiri	JACT					
23	Sri.C. Eshwar Prasad	Sr.Asst					
24	Sri. E. Sudhakar	JACT					
25	Sri. B.V. Rami Reddy	JACT				BR	BR
26	Smt. D.Rajeshwari	JACT					
27	Sri. P.Manohar Raju	JACT				PR	PR
28	Sri. V.Shankar Rao	JACT				VS	VS
29	Sri .B.Ramachandrudu	Sr.Asst				B.R.	B.R.

Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

File No.	Branch	Unit	Reference
Paragraph No.	SUBJECT Workshop on Translation of CBSC pattern. <b>Telugu to English.</b>		File-NO-79
1	The distance Education is a mode of instruction emerging as a major learning teaching strategy to meet the emerging higher education demands in India. Enrolments in distance education in open learning instructions are increasing day by day. In this context it is inevitable to adopt new skills and methods in the preparation of instructional materials to reach the learners more. In this context the language becomes very crucial in reaching the learners.		
2	The significance of translation is extensively multidimensional. It paves way for interaction and interactive communications from one language to another. English has a wide reach to all disciplines, within the changing global scenario. There is need for translations in diverse fields such as social sciences, science and technology, education, literature etc. Digital documentation translation and software translations are making their way, care needs to be taken in not losing the essence of original texts. As our University is offering various courses as a part of CBSC pattern, translations becoming very important. CSTD identified the need of imparting skill and Methods of translation. As the University puts quality at its first place, quality translation aims to bridge the communication gap by helping the learners to understand the course content in a simple and self instructional way.		
3	In this background the Centre for Staff Training & Development(CSTD) is propose to organise a two workshops each workshop is of two days duration to translate from English to Telugu the first workshop .The second translation from Telugu to English. The two workshops are scheduled to be taken up in March/April 2018, for all the faculty members as well as academic consultants. Each workshop consists of 8 sessions.		
4	The main object of the proposed workshop are: <ul style="list-style-type: none"> <li>To provide training for teachers of Dr.BRAOU in the effective methods of translation.</li> <li>To acquaint the skills in applying computer systems in translation.</li> <li>To provide specialized trainings in translations of courses and appraise the pros and cous of such translation in various disciplines.</li> </ul>		

Nothing to be written here

*P. Mani*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

- 10/7/18

10/7/18

10/7/18

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2/5/18258/ow/csd  
31/2/18

File No.	Branch	Unit	Reference																														
<b>SUBJECT</b>																																	
Paragraph No.	<ul style="list-style-type: none"> <li>To acquaint the faculty, in skills of translation from English to Telugu &amp; from Telugu to English.</li> </ul> <p>Estimated expenditure for the conduct of the first two-day workshop is as follows:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Particulars</th> <th>Amount in Rupees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Inaugural Expenses</td> <td>3,000-00</td> </tr> <tr> <td>2</td> <td>Sitting Fee for 8 Experts for 2 days (2000 x 4experts x 2 days)</td> <td>16,000-00 ✓</td> </tr> <tr> <td>3</td> <td>Tea, Snacks, Lunch for 49 participants (49 Participants + 4 experts + 5 staff @ 250) for 2 days (58x250x2)</td> <td>29,000-00 ✓</td> </tr> <tr> <td>4</td> <td>Local Conveyance for 8 experts @ Rs.500 per day (4 x500 x 2)</td> <td>4,000-00 ✓</td> </tr> <tr> <td>5</td> <td>Banners &amp; Certificates</td> <td>3,000-00</td> </tr> <tr> <td>6</td> <td>Folders, Scribbling pads &amp; pens for participants</td> <td>10,000-00</td> </tr> <tr> <td>7</td> <td>Material on the translations</td> <td>30,000-00 ✓</td> </tr> <tr> <td>8</td> <td>Photography</td> <td>2,000-00 ✓</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTAL</b></td> <td><b>97,000-00</b></td> </tr> </tbody> </table>		S. No.	Particulars	Amount in Rupees	1	Inaugural Expenses	3,000-00	2	Sitting Fee for 8 Experts for 2 days (2000 x 4experts x 2 days)	16,000-00 ✓	3	Tea, Snacks, Lunch for 49 participants (49 Participants + 4 experts + 5 staff @ 250) for 2 days (58x250x2)	29,000-00 ✓	4	Local Conveyance for 8 experts @ Rs.500 per day (4 x500 x 2)	4,000-00 ✓	5	Banners & Certificates	3,000-00	6	Folders, Scribbling pads & pens for participants	10,000-00	7	Material on the translations	30,000-00 ✓	8	Photography	2,000-00 ✓	<b>TOTAL</b>		<b>97,000-00</b>	<p>2,000-00 ✓</p> <p>5000-00 ✓</p> <p>88,000-00 ✓</p>
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Nothing to be written here

*Preshy*  
Authorized Signatory  
Director, CIQA

Dr. B.R. Ambedkar Open University  
Hyderabad - 500033



## Workshop- 4

### A REPORT ON THE WORKSHOP ON "TRANSLATION FROM ENGLISH TO TELUGU"

The Department of Centre for Staff Training & Development Dr.BRAOU conducted workshop on "Translation from English to Telugu" 12" & 13' of June, 2018 at Vocational Lab, Academic Building.

The workshop on "Translation from English to Telugu" was conducted by Centre for Staff Training and Development on 12" & 13' of June, 2018 at Vocational Lab, Academic Building, Dr.B.R.Ambedkar Open University. Forty Faculty Members and Academic Consultants attended the workshop.

Prof.E.Sudha Rani, Director CSTD welcomed the guests and briefed the objective of the workshop. In her address said that tuning the skills in translation is essential as the majority learners are from Telugu Medium.

Prof. Y.S.Kiranmayi, Director Academic presided over the inaugural session and in her inaugural address said that, translation is very essential in Open Distance Learning Institutions. She also said that learners learn more in their own language.

Prof.C.Venkataiah the Guest of Honour in their address said that the original meaning should not be diluted while translating. He also said that text book translation is different for Journalist language. As Open University materials replace teacher, the language used should be simple.

The Chief Guest Prof.Setharama Rao spoke on the quality of translation and said that sentence structure, usage of words should be accurate and self explanatory. He said translation is not a mechanical process but should be innovative process. One needs to understand the essence of original document and translate it. The inaugural session ended with the formal vote of thanks by the Director, CSTD.

In the first and second sessions, Tankashala Ashok the renowned Journalist and Editor explain the need, methods and Techniques of Translation. He explained that the translator should have the zeal and enthusiasm over the subject and the translation should abide to the original text. He also explained about the qualities of good translation and the techniques to be followed in translation. He said that transliteration does not give any meaning and bad translation leads to utter confusion among learners.

Prof.Suryanarayana, Resource person for the 3<sup>TM</sup> and 4" session of day one said that translation is a bridge between the two languages and the translation should be faithful to the original text. He explained the nine types of translation. He also explained the two criteria's of translation such as having good knowledge over language and correct vocabulary and idiomatic usage. He also took a practical session by giving a piece of Science Text and made the participants to translate it and present it. He apprised the participants about the preparation of glossary too.

On the second day i.e on 13<sup>th</sup> N.Venugopal , Editor Veekshanam, researcher and critic took two sessions on "Problems of Translation". He discussed about the debate of whether translation is a science or art. He explained the theories of translation, problems of translation. He also explained how to overcome the problems in translation.


Post lunch session was on "Using Web resources in Translation. The resource person was Raghuram, Faculty MANNU. He apprised the participants with Stars [21.com](http://21.com), Gooogle translation, Indian Language.org and Andhrabharathi.com.

The last session was an interactive session where the participants completed the assignment of translation from English to Telugu given on the Ist day of workshop. Tankashala Ashok and N.Venugopal evaluated the scripts and gave valuable suggestions in improving their translated script. The workshop ended with distribution of certificates by the Vice-Chancellor, Prof.C.Seetharama Rao. Director, CSTD Proposed formal vote of thanks.

Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

In third session stress management and communication skills Sri.Gandhi spoke on personality development explained points for success on personality development

At Valedictory session Prof.K.Seetha Rama Rao was the chief Guest and Prof C.Venkataiah Registrar was the Guest of Honour. The Prof C.Venkataiah, Registrar in his Valedictory addressed stressed the importance of workshop for the better function of the University and further he requested Director CSTD to organize more programmes on online services. The certificates along with the material loaded pen drives were presented to the participates

  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

# Dr. B.R. Ambedkar Open University, Hyderabad

Paragraph No.	File No.	Branch	Unit	Reference																														
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	<p>Estimated expenditure for the conduct of the <u>Second two-day workshop</u> is as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">S. No.</th> <th style="width: 65%;">Particulars</th> <th style="width: 30%;">Amount in Rupees</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Inaugural Expenses</td> <td style="text-align: right;">8,000-00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Sitting Fee for 8 Experts for 2 days (2000 x 4experts x 2 days)</td> <td style="text-align: right;">16,000-00 ✓</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Tea, Snacks, Lunch for 49 participants (49 Participants + 4 experts + 5 staff @ 250) for 2 days (58x250x2)</td> <td style="text-align: right;">29,000-00 ✓</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Local Conveyance for 8 experts @ Rs.500 per day (4 x500 x 2)</td> <td style="text-align: right;">4,000-00 ✓</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Banners &amp; Certificates</td> <td style="text-align: right;">3,000-00</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Folders, Scribbling pads &amp; pens for participants</td> <td style="text-align: right;">10,000-00</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Material on the translations</td> <td style="text-align: right;">30,000-00 ✓</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Photography</td> <td style="text-align: right;">2,000-00 ✓</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>97,000-00</b></td> </tr> </tbody> </table>			S. No.	Particulars	Amount in Rupees	1	Inaugural Expenses	8,000-00	2	Sitting Fee for 8 Experts for 2 days (2000 x 4experts x 2 days)	16,000-00 ✓	3	Tea, Snacks, Lunch for 49 participants (49 Participants + 4 experts + 5 staff @ 250) for 2 days (58x250x2)	29,000-00 ✓	4	Local Conveyance for 8 experts @ Rs.500 per day (4 x500 x 2)	4,000-00 ✓	5	Banners & Certificates	3,000-00	6	Folders, Scribbling pads & pens for participants	10,000-00	7	Material on the translations	30,000-00 ✓	8	Photography	2,000-00 ✓	<b>TOTAL</b>		<b>97,000-00</b>	
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8	Photography	2,000-00 ✓																																
<b>TOTAL</b>		<b>97,000-00</b>																																
7	<p>In view of the above, administrative and financial sanction may be accorded to conduct the above said two workshops. The estimated expenditure for each workshop Rs.97,000/- + Rs.97,000/- = 1,94,000/- (Rupees One lakh ninety four thousand only) may be sanctioned to conduct the two workshops.</p>																																	
8	<p>The expenditure may be met from the University grants under sub-head 557 Staff Training Programmes.</p>																																	
	<p>Paras 1 to 6 are submitted for perusal and para 7 is submitted for approval.</p>																																	
	<p><i>JACT</i> JACT</p>	<p><i>Scptl</i> Scptl</p>	<p><i>F. Sankar Reddy</i> DIRECTOR</p>	<p><i>FO/Registrar</i> V.C.</p>																														

2,000-00 ✓  
5,000-00 ✓  

---

88,000-00

**Nothing to be written here**

*AR (Pre-Audit)*  
*16/3*

*DR*  
*16/3/18*

Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

19/3/18

Paragraph No.	File No.	Branch	Unit	Page No. ( / )	Reference
	<p><b>SUBJECT :</b> TO Conduct Two Workshops - Administrative and Financial Approval - Reg.</p>				
9	<p>The Director, CSTD Proposed to organize two Workshops, consisting of Two days duration in each Workshop. The First Workshop is for translating from English to Telugu and Second Workshop is for translating from Telugu to English. These workshops are to be conducted in March / April, 2018 for all Faculty Members and Academic Assts. The tentative expenditure for two workshops is Rs. 1,94,000/- @ Rs. 97,000/- each.</p>				
10	<p>After scrutiny of the tentative expenditure, the following observations are made :</p> <ol style="list-style-type: none"> <li>1) Inaugural expenses may be disallowed.</li> <li>2) Banners and certificates may be restricted to Rs. 2,000/-</li> <li>3) Folders, Scribbling Pad and Pens to participants may be restricted to Rs. 5000/-</li> </ol>				
11	<p>On view of the above, administrative and financial sanction may please be accorded for Rs. 1,76,000/- (Rupees one lakh seventy six thousand only) towards conducting two workshops at an estimated expenditure of Rs. 88,000/- per workshop. The expenditure may be met from the Head of A/c: 6) CSTD 557) Staff Training where the balance available is Rs. 18,87,500/-</p>				
12	<p>Submitted Para nos. 1 to 10 for perusal and 11 for approval please.</p>				
13	<p>AR pl. discuss.</p>				
	<p>Nothing to be written here</p>				

16/3/18  
Suptd. II

16/3/18  
Suptd. I

16/3/18  
AR

17/3  
DR

17/3

Registrar  
Vice-Chancellor

199-1/MP  
17/3/18

# Dr. B.R. Ambedkar Open University, Hyderabad

Paragraph No.

File No.

Branch

Unit

SUBJECT

Two workshops each two days - Reg

Reference

14

Discussed with the Finance officer. The following expenditure is permitted to conduct two workshops of two days each scheduled in March / April, 2018.

The proposed expenditure for each workshop.

Sl. No.	Particulars	Amt. (Rs.)
1	Sitting Fee for Experts Rs 2000 x 4 experts x 2 days	16,000-00
2	Tea, snacks, Lunch for 49 Participants + 4 experts for 2 days	26,500-00
3	Local conveyance	4,000-00
4	Folders, scribbling pads & pens for participants @ Rs. 50/- each	2,500-00
5	photography	1,500-00
<b>Total</b>		<b>50,500-00</b>
Grand Total for 2 Workshops (50,500 x 2)		1,01,000-00

15 In view of the above, Financial sanction may kindly be accorded for Rs. 1,01,000 -00 (Rupee one lakh one thousand only) [Rs. 50,500/- to each workshop, total Rs. 1,01,000] for

conducting two workshops of two days each. The Director is requested to spend in accordance accordingly.

16 Submitted para nos. 1 to 14 for perusal and 15 for approval. Please

*AR*  
19/3/18

*DR*  
19/3

*[Signature]*  
19/3

*[Signature]*  
Vice-Chancellor

17) First work shop on English - *19/3* is approved

18) Director *[Signature]*  
24/3

*[Signature]*  
23/3

Nothing to be written here

*5087 VCO*  
19/3/18

*5087 VCO*  
29/3


*2001/HP*  
19/3/18

**CENTRE FOR STAFF TRAINING AND DEVELOPMENT**  
**Dr.B.R.AMBEDKAR OPEN UNIVERSITY**

1

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14	Dr.Gunti Ravinder	Asst.Professor, Department of Political Science
15	Dr.G.Saroja	Asst.Professor, Head, Department of Lib.Science
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Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

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31	Dr.V.Venkateshwarlu	Sr.Academic Consultant, Department of Telugu
32	D. Koteswara Rao	Academic Consultant, Department of Chemistry
33	K.Narsimulu	Academic Consultant, Department of Psychology
34	Yadagiri Kambhampati	Academic Consultant, Department of Public Relations
35	Sunil Kumar Pothana	Academic Consultant, Department of Public Relations
36	V.Chakravarthy	Academic Consultant, Department of Business Management
37	M.Nagaraju	Academic Consultant, Department of Education
38	K.Uma Devi	Academic Consultant, Department of Education
39	D.Sriveni	Academic Consultant, Department of Psychology
40	Dr. Avinash.K	Academic Consultant, Department of Hindi
41	Dr.Muttu.Vemula	Academic Consultant, Department of Education
42	Dr.K Prasanna	Academic Consultant, Sociology
43	Y.Kumar	Academic Consultant, Department of Botany
44	U.Vijaya Ushasree	Academic Consultant, Department of Physics
45	Kiran Kumar Kolthuri	Academic Consultant, Department of Library & Info. Science
46	R.Ramachandra Reddy	Senior Consultant, Botany
47	M.Kishore	Academic Consultant, Department of Zoology
48	Sri.Md. Khaja Maqdoom mohinuddin	Academic Consultant, Urdu
49	Dr.Summayya Tamkeen	Academic Consultant, Urdu

## Dr. B.R. Ambedkar Open University, Hyderabad

Page No. ( )

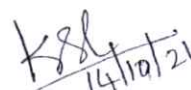
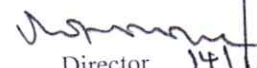
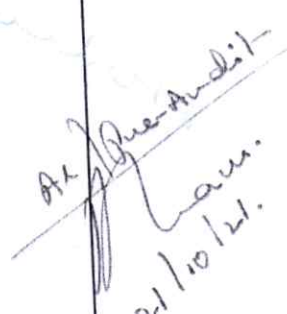
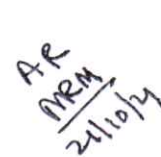
File No.	Branch	Unit	Reference
Paragraph No.	SUBJECT Workshop On Use of Zoom Platform for Online Teaching		
1p	<p>It is to submit that the covid-19 pandemic has hampered the Teaching-Learning activity in all the educational institutions across the world. Over the two academic years education system and academic activity is totally collapsed. Universities and institutions has to promote all the students to the next class without any exam and assessment.</p>		
2p	<p>Keeping in view of the crisis several Universities has started online teaching methods over internet by using applications such as Zoom, Google Meet, WebEx etc., Dr.B.R.Ambedkar Open University is one of the higher educational institutions in Telangana quickly responded to the pandemic and made alternatives arrangements by using available Technologies. To enable remote learning accessible to all the students the University has launched virtual teaching-learning activity through Zoom platform, for this purpose the University has purchased licenses to run 36 classes simultaneously over the platform.</p>		
3p	<p>On Zoom, the University has successfully completed P.G., U.G classes and departments like psychology is conducting their practical classes also on Zoom platform. In the last three months the University has conducted around 180 classes everyday on 36 channels for about 60 days in four spells. Roughly it is estimated that the University has engaged its students over Zoom about 10,000 hours.</p>		
4p	<p>During the classes and sessions taken by our teachers and counsellors it is found that there are some lapses and problems in communication. It is also found that some teachers are not familiar with technology enabled teaching and remote teaching. Most of the teachers though they are taking the classes online, they are unable to use the complete features of Zoom platform. Zoom and other online teaching-learning platforms provide several advanced techniques and facilities to engage the students such as screen sharing, white board, breakout rooms, virtual backgrounds, playing visual, animations etc.,</p>		

Nothing to be written here

59/low/CSTD  
14/10/21501/For  
20/10/21

*Praveen*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033



Paragraph No.	File No.	Branch	Unit															
	<b>SUBJECT</b> Workshop on use of Zooms platform for online Teaching																	
9b	participants and to evaluate their presentations. Hence permission may be accorded to engage four resource persons.																	
	The details of the approximate expenditure for conducting the Programme:																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sl.No</th> <th style="width: 60%;">Particulars</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Honorarium to Resource Persons (four) Sessions (3) 4 x 1 day = 4 x 2500</td> <td style="text-align: right;">10,000-00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Local conveyance to resource persons 4 x 1 day = 4x500</td> <td style="text-align: right;">2,000-00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Hospitality 10 x 250x1day</td> <td style="text-align: right;">2,500-00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>14,500-00</b></td> </tr> </tbody> </table>			Sl.No	Particulars	Amount	1	Honorarium to Resource Persons (four) Sessions (3) 4 x 1 day = 4 x 2500	10,000-00	2	Local conveyance to resource persons 4 x 1 day = 4x500	2,000-00	3	Hospitality 10 x 250x1day	2,500-00	<b>Total</b>		<b>14,500-00</b>
Sl.No	Particulars	Amount																
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2	Local conveyance to resource persons 4 x 1 day = 4x500	2,000-00																
3	Hospitality 10 x 250x1day	2,500-00																
<b>Total</b>		<b>14,500-00</b>																
	In view of the above, the administrative and financial sanction may be accorded to conduct the above said workshop. The estimated expenditure for workshop is 14,500/- (Fourteen thousand five hundred only) may be sanctioned.																	
	The expenditure may be met from the University Grants under the Sub-Head "557" Staff Training Programmes.																	
	Paras 1 to 8 are submitted for perusal and para 9 is submitted for approval.																	
	 14/10/21 Asst.Registrar	 14/10 Director	F.O <hr/> Registrar <hr/> V.C															
	 21/10/21.	 21/10/21																

Nothing to be written here

# Dr. B.R. Ambedkar Open University, Hyderabad

Page No. ( )

Paragraph No.	File No. 52	Branch: CSTD	Unit
12.	<p><b>SUBJECT :</b> CSTD - Advance payment for conduct of Workshop on Use of Zoom platform for online Teaching - Reg.</p> <p>The CB No. 1438 D/- 26.10.21 for Rs. 14,500/- (Rupees Fourteen thousand and five hundred only) is passed towards advance payment for conduct workshop on Use of Zoom platform for Online teaching and other Education technology, CSTD to conduct, as per the approval of the Vice Chancellor at para No. 10 of the note file. The cheque may be issued in favour of the Director CSTD, Dr. BRAOU, Hyderabad.</p> <p>26/10/21 JACT</p> <p>Supdt <i>[Signature]</i> A.R.</p>		Reference

*[Signature]*  
Director  
CSTD

Nothing to be written here

*[Signature]*  
Authorized Signatory  
Director, CIQA  
Dr. B.R. Ambedkar Open University  
Hyderabad - 500033

Dr. B.R. Ambedkar Open University  
Director, CIQA  
Authorized Signatory

# Dr. B.R. Ambedkar Open University, Hyderabad

Page No. ( )

Paragraph No.	File No. <u>122</u> Branch <u>CSTD</u> Unit	Reference
12.	<p>The C.B. NO. 2414, Dt. 21/02/2022, for Rs. 13,500/- [Thirteen thousand five hundred only] is paid for adjustment against Advance of Rs. 14,500/- Drawn to Conduct of Workshop on "Online Teaching Tools and Content Management" for teachers and P.G. Counsellors for one day i.e. on 27-10-2021. 10:30 am to 5:00 pm in the University Campus. as per the approval of Vice-Chancellor at para No 10 of the note file.</p> <p>The unspent amount of <u>1,000/-</u> is remitted into the university account with pay slip No. <u>164</u>. Dt. <u>14/12/21</u> for full and final settlement of bills and advance drawn in this regard.</p> <p><i>AR-II</i>  <i>AR-I</i>  <i>AR-I</i></p>	<p><i>Director</i></p>

Nothing to be written here

106/CSTD/gw  
8/5/22

*Adm*  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

**CENTRE FOR STAFF TRAINING AND DEVELOPMENT**  
**Dr.B.R.AMBEDKAR OPEN UNIVERSITY**

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Authorized Signatory  
Director, CIQA  
**Dr. B.R. Ambedkar Open University**  
Hyderabad - 500033

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48	Sri.Md. Khaja Maqdoom mohinuddin	Academic Consultant, Urdu
49	Dr.Summayya Tamkeen	Academic Consultant, Urdu

	File No.	Branch	Unit	File No-79
Paragraph No.	<b>SUBJECT</b> WORKSHOP ON TRANSLATIONS OF CBCS PATTERN - REAPPROVAL - REG.			Reference
22	<p>As per the approval of para No.(17) for conducting the workshop on "<u>Translation from English to Telugu</u>" is scheduled on 12<sup>th</sup> &amp; 13<sup>th</sup> of June, 2018. However there are some objections regarding the approval which is hereby put forth. It is observed in the that when the Director, CSTD one submitted the proposed statement of expenditure in para No. (6), any clarifications can be sought or objections can be raised as done in the para No. (10). However, another alternative statement in para No. (14) is proposed by the finance section is highly objectionable and unprecedented. The file would have sent back seeking clarifications. But writing statement of expenditure ignoring the proposal of the Director, CSTD omitting some items is highly regrettable.</p>			
23	<p>Inaugural session is a part of any workshop or seminar conducted by the university including CSTD. As per para No.(10) (i) dissolving Inaugural expenses for the workshop on Translation is not explained and clarification required in this regard that whether dissolving Inaugural expenses is only for CSTD alone or is it a policy decision taken by the university for all the programs of other branches in the university?. If it is dissolved by the university, a clear directions are needed for conducting future programs till any specific guidelines were framed, the earlier proposal for meeting inaugural expenses should be considered.</p>			
24	<p>As per para No. (10) (ii) amount of proposed expenditure under the head <b>Banners</b> and <b>certificates</b> as per para No.(6) Rs.3,000/- was restricted to Rs.2,000/- . However in the statement given para No. (14) Banners and certificates column is omitted. Hence sanction was not made. This is to submit that issuing certificates is mandatory for all the trainings and capacity building which programmes is an evidence for they training have</p>			

Nothing to be written here

*Prerna*  
 Authorized Signatory  
 Director, CIQA  
 Dr. B.R. Ambedkar Open University  
 Hyderabad - 500033

Paragraph No.	File No.	Branch	Unit	Reference
	SUBJECT			
107	<p>It is to submit that the University decided to implement Choice Based Credit System from the academic year 2017-18 at UG level under the guidelines of the UGC, New Delhi. In this connection, it is proposed to conduct one day workshop with all heads and Clerks of the Regional Coordination and Study Centres located in both the states of Telangana and Andhra Pradesh at 5 Zonal Centres to explain admission procedure, conducting of contact classes and semester system on CBCS.</p>			
108	<p>In order to have focus on CBCS, it has been decided to organize zonal wise workshop instead of single workshop. By reducing the number interaction will also be fruitful. Keeping in view it is proposed to organize one day workshops at five zonal Centres. The following are the proposed Zonal Centres to organize the work shop to be held in 2<sup>nd</sup> week of July,2017.</p>			
	SN	ZONE	RCC COVERED	DATE OF VISIT
	1	STML BUILDING UNIVRESITY CAMPUS HYDERABAD	MAHABUBNAGAR-(12), NALGONDA-(13), SIDDIPET -(09) BEGUMPET -(10) & KHAIRATABAD-(28)	11-07-2017
	2	S V ARTS COLLEGE TIRUPATHI	ANANTAPUR-(09), KADAPA-(13), KURNOOL-(08), NELLORE-(09) TIRUPATI - (10)	13-07-2017
	3	UNIVERSITY ARTS & SCIENCE COLLEGE, SUBEDARI, WARANGAL	ADILABAD-(08), KARIMNAGAR-(13), KHAMMAM - (13), NIZAMABAD- (10) & WARANGAL- (13)	15-07-2017
	4	SRR & CVR COLLEGE VIJAYAWADA	ELURU- (05), GUNTUR- (06) ONGOLE- (08) & VIJAYAWADA -(08)	17-07-2017
	5	DR.VS KRISHNA DEGREE COLLEGE VISAKHAPATNAM	RAJAHMUNDRY-(09), SRIKAKULAM-(06), VISAKHAPATNAM-(04) VIZIANAGARAM-(03)	19-07-2017

# Dr. B.R. Ambedkar Open University, Hyderabad

Paragraph No.	File No.	Branch	Unit	Reference
	<b>SUBJECT</b>			
109	The Dr.LVK Reddy, Assistant Director of Unit-IV may be permitted to act as Programme Coordinator for all zones.			
110	The workshop at zonal centres will be organized by the team. Team which includes the Director(SS) <u>or his nominee</u> , one Director/Registrar as resource person, Programme Coordinator and <u>two Junior Assistant-cum-Typists from Unit-IV of SSB to processing of TA &amp; DA bills and disbursement of TA &amp; DA.</u>			<i>only one either from SSB/finance.</i>
111	Further, it is also proposed to invite the Principal of the host college and Heads of department concerned where Workshop will be held.			
112	TA & DA will be paid to the participants as per the University Rules. No lodging charges will be paid to the participants who attended at Hyderabad, however the University will provide the accommodation at University Guest House, University campus.			
113	Further, it is proposed to organize a Press conference at five zonal centres as mentioned above a day before the workshop to get wide coverage about admissions.			
114	Approximately, total estimated cost of expenditure is Rs.669745/- (Rupees Six Lakh Sixty-nine thousand Seven hundred and Forty-five only) which includes TA,DA, Lodging charges, Hospitality and miscellaneous (Photographer, Scribbling Pads, Files & Folders and Pens to all the participants).			

SNO	ITEM DESCRPTION	AMOUNT
1	TA & DA AT STML BUILDING UNIVERSITY CAMPUS <b>HYDERABAD</b>	100620.00
2	TA & DA AT ARTS & SCIENCE COLLEGE, <b>WARANGAL</b>	115580.00
3	TA & DA AT S V ARTS COLLEGE, <b>TIRUPATI</b>	127390.00

Nothing to be written here



Paragraph No.	File No.	Branch	Unit	Reference																					
	<b>SUBJECT</b>																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">4</td> <td style="width: 50%;">TA &amp; DA AT SRR &amp; CVR GOVT. DEGREE COLLEGE <b>VIJAYAWADA</b></td> <td style="width: 45%; text-align: right;">58550.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td>TA &amp; DA AT DR. V.S. KRISHNA COLLEGE VISAKHAPATNAM</td> <td style="text-align: right;">50200.00</td> </tr> <tr> <td style="text-align: center;">6</td> <td>TA &amp; DA TO UNIVERSITY STAFF</td> <td style="text-align: right;">39245.00</td> </tr> <tr> <td style="text-align: center;">7</td> <td>HOSPITALITY FOR MEDIA PERSONS @Rs. 1500/- FOR 5 ZONAL CENTRES FOR MEDIA PERSONS</td> <td style="text-align: right;">7500.00</td> </tr> <tr> <td style="text-align: center;">8</td> <td>HOSPITALITY (Rs. 250/- per head) FOR 5 ZONAL CENTRES</td> <td style="text-align: right;">117500.00</td> </tr> <tr> <td style="text-align: center;">9</td> <td>MISCELLANEOUS FOR 5 ZONAL CENTRES</td> <td style="text-align: right;">53160.00</td> </tr> <tr> <td colspan="2" style="text-align: left;"><b>TOTAL AMOUNT</b></td> <td style="text-align: right;"><b>669745.00</b></td> </tr> </table>			4	TA & DA AT SRR & CVR GOVT. DEGREE COLLEGE <b>VIJAYAWADA</b>	58550.00	5	TA & DA AT DR. V.S. KRISHNA COLLEGE VISAKHAPATNAM	50200.00	6	TA & DA TO UNIVERSITY STAFF	39245.00	7	HOSPITALITY FOR MEDIA PERSONS @Rs. 1500/- FOR 5 ZONAL CENTRES FOR MEDIA PERSONS	7500.00	8	HOSPITALITY (Rs. 250/- per head) FOR 5 ZONAL CENTRES	117500.00	9	MISCELLANEOUS FOR 5 ZONAL CENTRES	53160.00	<b>TOTAL AMOUNT</b>		<b>669745.00</b>	
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9	MISCELLANEOUS FOR 5 ZONAL CENTRES	53160.00																							
<b>TOTAL AMOUNT</b>		<b>669745.00</b>																							
115	<p>Hence, permission may please accorded to <u>conduct a work shop to all the heads and clerks of all Regional Coordination and Study Centres</u> and <u>sanction may please be accorded to release an amount of Rs.669745/- (Rupees Six Lakh Sixty-nine thousand Seven hundred and Forty-five only)</u> towards conduct of one day workshop with Study Centre heads and clerks of all Regional Coordination Centers and Study Centres located in both the states of Telangana and Andhra Pradesh scheduled to be held at five zonal centres as mentioned above, and also <u>nominate one of the Director/Registrar as resource person at each zonal workshop.</u></p>																								
116	Submitted for perusal and approval																								
117	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <p><i>an</i> 11/7/17</p> <p><i>DR</i> 11/7/17</p> </div> <div style="text-align: center;"> <p><i>Secretary</i> 11/7/17 Asst. Director</p> </div> <div style="text-align: center;"> <p><i>Lownd</i> 11/7/17 Director (SS)</p> </div> <div style="text-align: center;"> <p><i>F.O</i> Registrar V.C</p> </div> </div> <p style="margin-top: 20px;">The memo nos from 107 to 114, there are</p>																								

Nothing to be written here

SSP/17/26128  
 11/7/17



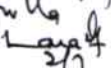
37615096  
 01/7/17

Paragraph No.	File No.	Branch	Unit	Reference
118	<p>SUBJECT Conducting one day workshop in clw CBCS</p>			
119	<p>the Director (SS) proposed to conduct a workshop with clerks and all Regional Coordinators of the Study Centre in connection with processing admissions system, conducting contact cum Counselling classes and semester system as the university is introducing CBC system.</p> <p>The proposal of Director (SS) may be agreed to and administrative and financial sanction may kindly be accorded for Rs 6,69,745/- (Rupees six lakhs sixty nine thousand seven hundred and forty five only) to incur expenditure (Tentative) as detailed at para 114 and to advance amount to Director (SS). The payment should be made as per university norms and any payment made in excess against to norms will be not allowed and recovered. The amount may be met from 3) Student Service (C) other expenses 777) organizing skill Dev. Trans progr. for the year 2017-18 duly deputing one OAC for arranging payments.</p> <p>Para 118 submitted for approval.</p>			<p><i>[Signature]</i> Registrar V.C</p>

*[Signature]*  
11/7/17  
A.R.

*[Signature]*  
D.R.

*[Signature]*  
F.O.  
17

Paragraph No.	File No.	Branch	Unit	Reference
	SUBJECT			
120	<p>Passes 107 to 119 are submitted for perusal of the Vice-Chancellor. <u>Passa 118 is submitted for approval.</u> With reference to <u>Passa 115</u> the Vice-Chancellor is requested to <u>annul</u> the persons as requested.</p> <p style="text-align: right;">                   27                  with regard V/C             </p>			
121	<p>Pass 118 of n.A is approved to pass no. 115 of n.A;                  rec date 11-07-2017</p> <p>1) Hyderabad (RCC) 11-07-2017</p> <p>2) Simpathi 13-07-2017</p> <p>3) Kasargod 15-07-2017</p> <p>4) Vijayawada 17-07-2017</p> <p>5) Vizag. 19-07-2017</p> <p>the above arrangement may be followed.</p> <p style="text-align: right;">                 Ke                  27/7                  VC.             </p> <p style="text-align: right;">                 persons to be attended:                  VC, Rep, Director SS, Director (Acad) and other concerned Director.                  VC, Team from DSS &amp; IS Same.                  VC &amp; " "                  Rep. &amp; " "                  Rep. &amp; " "             </p>			
122	<p>DES for VC</p> <p style="text-align: right;">                   27/7/17                  VC.             </p>			
123	<p>ADUW for VC</p> <p style="text-align: right;">                   27/7/17             </p>			



	File No. 509 Branch SSB Unit IV	
Paragraph No.	<b>SUBJECT</b> one day orientation Programme for coordinators of B.Ed & B.Ed(S) and Heads of regional coordination centres - Andhra Pradesh	Reference
174	<p>This office has received a letter from the Head, Department of Education dated 28-07-2018, regarding conduct of Orientation Programme to Heads and Clerks of Programme Centres (B.Ed. and B.Ed.(Special) and also another letter received from the Dean, Faculty of Science dated 28-10-2018 for the conduct of orientation programme to Coordinators of all Regional Coordination Centres.</p>	
175	<p>In view of the above, it is proposed to organize a one day Orientation Programme to Heads and Clerks of Programme Centres (B.Ed. and B.Ed.(Special)), which are located in both the states of Telangana and Andhra Pradesh, including to the Heads of Regional Coordination Centres. The Orientation Programme will be held on 26-11-2018 at 10.00 AM at e-Class Room of STML Building in the University Campus.</p>	
176	<p>Dr.LVK Reddy, Assistant Director of Unit-IV, SSB may be permitted to act as Programme Coordinator for the programme.</p>	
177	<p>The number of participants will be around 40 from B.Ed. and B.Ed(special) Programme Centres, plus 23 from RCCs, making a total of 63 in all for the programme. In addition to this, the staff of Department of Education, Examination Branch, Finance Branch and AVPRC will also participate in the programme. The total number in this regard would be 88.</p>	

Nothing to be written here

# Dr. B.R. Ambedkar Open University, Hyderabad

Page No. 51

File No. 509 Branch CEB Unit IV

**SUBJECT**

Paragraph No.

Reference

178

TA & DA will be paid to the participants as per the University Rules.

179

The total estimated expenditure is Rs. 128620/- (which includes TA, DA, Lodging charges, Hospitality and miscellaneous like Photographer charges, Scribbling Pads, Files & Folders and Pens to all the participants). The break up of the expenditure is given below:

S.No	DESCRPTION OF ITEM	AMOUNT
1	TA & DA for the participants	100620.00
2	HOSPITALITY (Rs.250/- per head) FOR 40 +23 +5 +10+10= 88	22000.00
9	MISCELLANEOUS (photography, stationery and Bouquets etc..)	6000.00
<b>TOTAL AMOUNT</b>		<b>128620.00</b>

180

Hence, permission may please accorded to organize a one day orientation Programme to the heads and clerks of B.Ed and B.Ed(special) Programme Centres together with Heads of Regional Coordination Centres, which are located in both the states of Telangana and Andhra Pradesh. The Orientation Programme is proposed to be held on 26<sup>th</sup> 27<sup>th</sup> 11-2018 Amby at 10-00 AM at e-class room of STML Building, Dr.BRAOU, Hyderabad. Therefore, sanction may please be accorded to release an amount of Rs.128620/- (Rupees one lakh Twenty-eight thousand Six hundred and Twenty only) towards <sup>advance</sup> payment of TA & DA and Miscellaneous charges for conduct of Orientation Programme.

181

para 174 to 179 for para at para 180 for approval.

an  
9/11/18

Arch  
9/11/18  
Director

F.O.  
Registrar  
V.C.

Supdt (Pre-audit)

Nothing to be written here

1052  
9/11/18  
SSB

519/189  
09/11/18

13/11

Paragraph No.	File No. 507 Branch 883 Unit IV	Reference
182.	<p><b>SUBJECT</b> Orientation programme to staff by 553 on 25/11/18 - Sanction</p> <p>Kindly peruse para 174 to 181 the Director(SS) submitted file for conducting for one day programme to <u>heads and clerks of programme centre</u> BEd &amp; BEd(Spl.) which are located in both the states of Telangana and Andhra Pradesh including to the heads of regional co-ordination centre on: 26-11-18 at 10 AM in the University Campus the number of participants 88 and the estimated expenditure is Rs. 1,28,620/- (Rupee one lakh twenty eight thousand six hundred and twenty only) detailed at para 177 to 179. T.A &amp; D.A. may be paid as per University norms and accommodation may be provided in the University <u>Guest House</u>. <u>NO outside accommodation charges are allowed.</u></p>	
183.	<p>In view of the above administration and financial sanction accorded Rs. 1,28,620/- (Rupee one lakh twenty eight thousand six hundred and twenty only) as advance towards payment of TA, DA and miscellaneous charges for conducting orientation programme BEd &amp; BEd(Spl). The expenditure may be over Head of Account 777 balance B.9.85,300-00.</p>	
184	<p>para 174 to 183 peruse and para 183 approval plg.</p>	
186	<p>Nothing to be written here</p> <p>15/11/18 19/11 517/POP 15/11/18 V/10/1308 16/11/18</p> <p>DR. DR. 15/11 F.D. 15/11/18 185 approved 18/11 929/18 15/11/18</p>	<p>15/11/18 15/11/18 15/11/18 15/11/18</p>





Paragraph No.	File No.	Branch	Unit	Reference
	<b>SUBJECT</b>			
197.	A.D unit in for m/a <i>[Signature]</i> 21/4/19			
198	The University issued notification for conducting Eligibility Test-2019 at 212 Study Centres including 23 Regional Coordination Centres and 3 Et centres for admission into UG programmes. The University has been implementing online registrations for ET for the last five years. Soon after Registration, students have to visit the concerned Study Centre for verification of certificates (such as Date of Birth and Caste etc..) before making the payment of Fee. The Eligibility Test - 2019 is scheduled to be held on 28-04-2019.			
199	The Director, Student Services has received minutes of the ET steering Committee held on 07-01-2019 from the Controller of Examinations, wherein it was requested to organize one day work shop for all the heads of Regional Coordination Centres to discuss the field level issues/problems faced by them earlier in online registrations, and also to take up promotional activities for ET-2019 in the districts concerned as shown at flag "A" in this regard, it is also proposed to invite one JACT from each RCC for the awareness programme.			
200	In this background, it is proposed to organize one day awareness programme to the Heads and Clerks of the Regional Coordination Centres. The proposed meeting will be astimulus to boost the services at the Study Centres. It also pave a way to take up promotional activities for ET-2019. The staff of the RCCs in turn will guide the Study Centres which are under their jurisdiction.			
201	If agreed, all the Heads of the RCCs and Clerks will be invited for the Awareness Programme scheduled to be held on 18-03-2019 at 10.30 am at			

Nothing to be written here

Paragraph No.	File No.	Branch	Unit	Reference																																													
	<b>SUBJECT</b>																																																
	STML building. Dr.LVK Reddy, Assistant Director (SSB-IV) may be permitted to act as Programme Coordinator.																																																
202	TA & DA will be paid to the participants as per the University Rules. No lodging charges will be paid to the participants. However the University will provide the accommodation at University Guest House, University campus, if need be.																																																
203	<p>The following is the estimated expenditure for the proposed programme.</p> <table border="0"> <tr> <td>1 TA to &amp; fro (Heads RCC)</td> <td>-</td> <td>Rs.38952.00</td> </tr> <tr> <td>2 DA (RCC Heads) (23*450*2)</td> <td>-</td> <td>Rs.20700.00</td> </tr> <tr> <td>3 TA to &amp; fro (RCC Clerks)</td> <td>-</td> <td>Rs.21000.00</td> </tr> <tr> <td>4 DA (RCC Clerks) (23*225*2)</td> <td>-</td> <td>Rs.10350.00</td> </tr> <tr> <td>5 Local Conveyance</td> <td>-</td> <td>Rs.01350.00</td> </tr> <tr> <td>4 Hospitality</td> <td>-</td> <td>Rs.15000.00</td> </tr> <tr> <td colspan="3">(appr.60 members X @Rs.250/-)</td> </tr> <tr> <td colspan="3">(Includes lunch, 2 times tea &amp; snacks)</td> </tr> <tr> <td>5 Stationery</td> <td>-</td> <td>Rs.04000.00</td> </tr> <tr> <td colspan="3">(file folders and pens etc..)</td> </tr> <tr> <td>6 Miscellaneous</td> <td>-</td> <td>Rs.03000.00</td> </tr> <tr> <td colspan="3">(photos, bouquets and flexy)</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">=====</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">Rs. 1,14,250.00</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">=====</td> </tr> </table>			1 TA to & fro (Heads RCC)	-	Rs.38952.00	2 DA (RCC Heads) (23*450*2)	-	Rs.20700.00	3 TA to & fro (RCC Clerks)	-	Rs.21000.00	4 DA (RCC Clerks) (23*225*2)	-	Rs.10350.00	5 Local Conveyance	-	Rs.01350.00	4 Hospitality	-	Rs.15000.00	(appr.60 members X @Rs.250/-)			(Includes lunch, 2 times tea & snacks)			5 Stationery	-	Rs.04000.00	(file folders and pens etc..)			6 Miscellaneous	-	Rs.03000.00	(photos, bouquets and flexy)					=====			Rs. 1,14,250.00			=====	
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204	Approximately, the total expenditure for the workshop will come to Rs.1,14,250/- (Rupees One lakh Fourteen thousand Two hundred and fifty only) inclusive of TA,DA, Hospitality and Miscellaneous.																																																

Nothing to be written here

# Dr. B.R. Ambedkar Open University, Hyderabad

	File No. <span style="float: right;">509</span>	Branch <span style="float: right;">880</span>	Unit <span style="float: right;">10</span>	
Paragraph No.	SUBJECT			Reference
205	<p>Hence, permission may please be accorded to invite all 23 RCC heads and Clerks to one day awareness programme on 'ONLINE REGISTRATIONS FOR ET-2019' and sanction may please be accorded to release an amount of Rs.1,14,250/- (Rupees One lakh Fourteen thousand Two hundred and fifty only) towards payment of TA,DA, Hospitality and Miscellaneous.</p>			
206	<p>Submitted Para 198 to 204 for perusal and approval.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p><i>an</i> 12/3/19</p> <p><i>Asst. Dir.</i> 13/3/19</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> ASST.DIR. 12/3/19</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> 12/3/19</p> <p>DIRECTOR</p> </div> <div style="text-align: center;"> <p><i>F.O.</i> <i>[Signature]</i> V.C.</p> </div> </div>			
207	<p>Kindly peruse para 198 to 204 of note file and para 205 may be approved if the proposals of Director Student Services approved, the expenditure may be met from budget of Rs. 560 Miscellaneous.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p><i>Asst. Dir.</i> 13/3/19</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> 14/3/19</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> 14/3/19</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> 14/3/19</p> </div> </div>			
209	<p>DSS Director</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p><i>[Signature]</i> 18/3</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> 18/3</p> </div> </div>			
210	<p>A.D. Unit IV for note</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p><i>[Signature]</i> 11/3/19</p> </div> </div>			

Nothing to be written here

*10/3/19*  
*10/3/19*

*35/150*  
*13/3/19*

*1012/FOP*  
*13/3/19*

*160/781*  
*18/3/19*

*146/120*  
*14/3/19*



File No. 509 Branch 283 Unit IV

Paragraph No.

**SUBJECT** Orientation Program at Tirupati - RL

Reference

232

It is to submit that a one day "ORIENTATION PROGRAMME" will be conducted at Regional Centre, SV Arts College, Tirupati on 15-05-2022 with all the Heads of the Regional and Learner Support Centres along with their Clerks from Rayalaseem region in the state of Andhra Pradesh including Nellore district. The main aim of the Orientation Programme is to focus on admission promotional activities of the region and to discuss about the issues of Learner Support Centre Administration like submission of bills, settlement of remuneration and other bills and betterment of University Services, and also to discuss about difficulties that these Learner Support Centres are facing in the crediting of their salaries through CFMS by Govt. of Andhra Pradesh. The Orientation Programme will also orient the Heads of the Centres in the ongoing preparation of the University for NAAC Accreditation. The details of the Centres are as given below:

SN	ZONE	RCC COVERED	Learner Centre
1		002-ANANTAPURAM (06)	002-ANANTHAPUR, 052-HINDUPUR, 76-GUNTAKAL, 02-DHARMAVARAM, 108-ANNATHAPUR, 162-URAVAKONDA
2		003-KADAPA (08)	003-KADAPA, -077-PRODDUTUR, 123-RAJAMPET, 154- KADAPA, 163-PORUMAMILLA, 164-JAMMALAMADUGU, 166-KADAPA, 190-KODUR
3		008-KURNOOL (07)	008-KURNOOL, 080-NANDYAL, 081-ADHONI, 088-SRISAILAM, 156-KURNOOL, 178-DHONE, 223-EEMIGANURU
4		017- TIUPATI (09)	017-TIRUPATI, 41-PUTTUR, 047-SRIKALAHASTI, 064-CHITTOOR, 065-KUPPAM, 066-SATYAVEDU, 084-MADANAPALLY, 161-TIRUPATI, 217-PALAMANER
5		011-NELLORE (08)	011-NELLORE, 059-KAVALI, 101-NAIDUPET, 159-NELLORE, 183-VIDAVALUR, 193-ATMAKUR, 214-UDAYAGIRI, 226-NELLORE

Nothing to be written here

156/R08  
6/5/22

# Dr. B.R. Ambedkar Open University, Hyderabad

Page No. ( 25 )

Paragraph No.	File No.	Branch	Unit	Reference
	509	SSS	IV	
	<b>SUBJECT</b> One day orientation Program on 15-5-2022 at Tirupati. dis			
233	Further, it is submitted that Prof.K.Seetha Rama Rao, Vice-Chancellor of the DR.B.R..Ambedkar Open <u>Univeity</u> will be the Chief of Guest of the Programme and Dr.Banoth Lal, Director, Student Services, will also attend the Programme as Guest Honour. They will be paid TA, DA as per University norms and also they are eligible to hire a taxi in Tirupati for this occasion as per the University norms.			
234	Dr.LVK Reddy, Registrar of the Vikrama Simhapuri University, Nellore will be the Resource Person for the occasion. He will be paid TA & DA as per University norms.			
235	Dr.Y.Venkateswarlu, Deputy Director who looks after the Learner Support Centre Administration will act as Programme Coordinator of the Orientation Programme.			
236	Further, it is submitted that one Superintendent and one JACT may be deputed to handle TA & DA bills and for obtaining feed back forms on problems of Learner Support Centres and for settlement of payments to participants.			
237	TA & DA will be paid to the participants as per the University Rules. The following expenditure may be incurred for the Orientation Programme for the Regional Centers and Learners Support Centres of the Rayalaseema Region including Nellore district, which includes, TA,DA payments and Hospitality expenditure.			

Nothing to be written here

File No. 509 Branch 889 Unit IV

Paragraph No.

**SUBJECT** One day Orientation Program at Tirupati on 15/5/22 - 2nd.

Reference

SNO	ITEM DESCRIPTION	AMOUNT
1	TA & DA AT SV ARTS COLLEGE, TIRUPATI	127390.00
2	TA & DA TO UNIVERSITY STAFF (which includes, flight charges to Prof. K.Seetha Rama Rao and Dr.Banoth Lal and II AC for DR.Y.Venkateswarlu and Sleeper Class for Ministerial Staff)	39245.00
3	Hire taxi for Officers for two days	16000.0
4	HOSPITALITY (Rs.250/- per head) (78+5+1+5) = 89	22250.00
5	MISCELLANEOUS CHARGES	10000.00
<b>TOTAL AMOUNT</b>		<b>214885.00</b>

238 Approximately, the total cost of expenditure is Rs.214885/- (Rupees Two Lakh Fourteen thousand eight hundred and Eighty-five only).

239 Hence, permission may please be accorded to conduct one day Orientation Programme at Regional Centre, SV Arts College, Tirupati on 15-05-2022 with all Heads of the Regional and Learner Support Centres along with their Clerks located in Rayalaseem region in the state of Andhra Pradesh along with Nellore district and sanction may please be accorded to release an amount of Rs.214885/- (Rupees Two Lakh Fourteen thousand eight hundred and Eighty-five only). towards payment of TA & DA to all the participants.

240 Submitted for perusal and approval

an 16/5/22  
Supd

2022  
6/5/22  
Director

2022  
06/5/2022  
Director

F.O.  
Nepster  
V.C

Nothing to be written here

959/SSB/IV  
06-05-2022

Asst. Secy - Adm.  
6/5/22

Supdt-1  
MEM  
6/5/22  
Sr. Asst  
6/5/22

