Assam University, Silchar

No. AUS/CC/2020/ 105

Dated 17th Dec. 2020

NOTIFICATION

Workshop cum Orientation ProgramSeries for Departmental Micro Site Administrators

It is observed that the Academic Departments of the University sometimes face difficulty in uploading/updating their Home page due to non-availability of the nominated Microsite Administrator. As such all the HoDs are requested to nominate two Microsite Administrators where one can do the work in absence of the other. This is necessary due to the upcoming NAAC visit.

Further, Computer Centre has upgraded the Home Page of each Department for uploading the departmental activities/ minutes of meetings of BPGS/BUGS/ list of students/Scholars/ Project details/ Project and Guest faculty Employment Notifications/ Seminar Conferences etc. by the Microsite Administrators.

To facilitate the same, **Workshop cum Orientation Program series for Departmental Micro Site Administrators** shall be conducted as per the following schedule at the Basic IT laboratory of Computer Centre:

To maintain the COVID-19 protocol not more than sixteen persons per day can be allowed for the training.

Sl. No.	Date	Day	Name of Departments*	Timings
01	29/12/2020	Tuesday	Linguistics, Bengali, Hindi, Manipuri, Sanskrit, ICL, Urdu, CIL	11.30 AM to 12.30 PM
02	30/12/2020	Wednesday	English, Arabic, French, Economics, Commerce, Political Sc., History, Pharmaceutical Sc.,	-Do-
03	31/12/2020	Thursday	Sociology, Social Work, Mass Comm, Visual Arts, Performing Arts, Philosophy, Education, Law	-Do-
04	04/01/2021	Monday	Physics, Chemistry, Mathematics, Computer Sc., Statistics, Life Science & Bioinformatics, Microbiology, Library & Information Sc.	-Do-
05	05/01/2021	Tuesday	Business Administration, Agricultural Engg, Computer Sc. &Engg, Electronics & Communication, Applied Sc. & Humanities, Ecology &Env. Sc., Biotechnology	-Do-
06	06/01/2021	Wednesday	CCPC, IQAC, Exam, Library, any other interested	

*The nominated names may be sent through email at subra_s29@rediffmail.com for their training at Computer Centre.

Separate schedule shall be notified for the nominated Microsite Administrators from Assam University Diphu campus.

Name of the Co-ordinator: Dr.Subrata Sinha, System Analyst, Computer Centre
Name of the Co-coordinator: Shri Dipankar Das, Tech. Assistant, Computer Centre

This issues with the approval of the Vice-Chancellor.

(Dr.ProdoshKiranNath)
Registrar (i/c)

Copy to:

1. PVC (AUDC)/(AUSC) for information
2. All Deans/HoDs of Silchar and Diphu campus for information and necessary action
3. FO/Librarian/CoE/DCDC/DCC for information and necessary action
4. Director, CC for information and necessary uploading in the AU website.
5. Director, IQAC for information and necessary action
6. PS to VC for information of VC.
7. File

(Dr.Prodosh Kiran Nath)
Registrar (i/c)