

PONDICHERRY UNIVERSITY
iGOT Karmayogi MDO Cell (Establishment Non-Teaching Section)
Mandatory Courses for Group A Non-Teaching Officers

Group A

S.No	Name of the Course	Duration	Courses Prepared By
1	Effective Communication	5h 34m	By IIMB
2	Time Management	1h 15m	Department of Personnel and Training DoPT
3	Business Process Management	1h 29m	By Genpact
4	Noting and Drafting	2h	By Institute of Secretariat Training and Management
5	Reservation Policy - Reservation in Service	2h 55m	Institute of Secretariat Training and Management
6	Constitutional Provisions at Workplace	2h	By Institute of Secretariat Training and Management
7	Project Management	41m 12s	By Ministry of Railways
8	Intellectual Property Rights	1h 35m	By Central Board of Indirect Taxes and Customs(CBIC)
9	Right to Information (RTI)	2h 15m	By Department of Personnel and Training DoPT
10	Code of Conduct for Government Employees	35m	By Institute of Secretariat Training and Management
11	Pensionary Benefits	55m	By Institute of Secretariat Training and Management
12	Leave Rules	55m	By Institute of Secretariat Training and Management
13	Leave Travel Concession	1h 7m	By Institute of Secretariat Training and Management
14	Budget	1h 40m	By Institute of Secretariat Training and Management
15	Finance and Accounts	1h 35m	By Department of Personnel and Training DoPT
16	Introduction to functions and organization of accounts department	50m 25s	By Ministry of Railways
17	Procurement Process	3h 6m	By Government e Market Place(GeM)
18	Mode of Procurement (Service)	1h 40m	By Government e Market Place(GeM)
19	Mode of Procurement (Product)	3h 51m	By Government e Market Place(GeM)
20	Beginner Course for GeM Buyer	3h 36m	By Government e Market Place(GeM)
21	Direct Purchase on GeM	38m 11s	By Bharat Sanchar Nigam Limited(BSNL)
22	FRSR Part II - Travelling Allowances Rules	3h 10m	By Department of Expenditure
23	National Pension System (NPS) (Prarambh)	25m 5s	By Department of Posts
24	Exit and Withdrawal Norms under NPS	16m 34s	By Defence Headquarters Training Institute (DHTI)
25	Contract Management	12h 15m	By National E- Governance Division (NEGD) DeitY Govt. of India

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

PONDICHERRY UNIVERSITY
iGOT Karmayogi MDO Cell (Establishment Non-Teaching Section)
Mandatory Courses for Group B Non-Teaching Officers

Group B

S.No	Name of the Course	Duration	Courses Prepared By
1	Effective Communication	5h 34m	By IIMB
2	Time Management	1h 15m	Department of Personnel and Training DoPT
3	Business Process Management	1h 29m	By Genpact
4	Microsoft PowerPoint Beginners	3h 17m	By Microsoft
5	Microsoft PowerPoint Advance	2h 28m	By Microsoft
6	SharePoint	1h 29m	By Microsoft
7	Microsoft Excel for Beginners	7h 3m	By Microsoft
8	Excel Advanced	3h 49m	By Microsoft
9	Outlook	2h 3m	By Microsoft
10	Microsoft Teams	2h 24m	By Microsoft
11	Microsoft One Drive	1h 22m	By Microsoft
12	Microsoft Word	2h 56m	By Microsoft
13	Word Advanced	2h 49m	By Microsoft
14	Introduction to Emerging Technologies	2h 20m	By Capacity Building Commission
15	AI Using Google Bard and ChatGPT for Beginners	25m 1s	By Invest India
16	ChatGPT and Generative AI tools: An Introduction	1h 25m	By Capacity Building Commission
17	Noting and Drafting	2h	By Institute of Secretariat Training and Management
18	Reservation Policy - Reservation in Service	2h 55m	Institute of Secretariat Training and Management
19	Constitutional Provisions at Workplace	2h	By Institute of Secretariat Training and Management
20	Code of Conduct for Government Employees	35m	By Institute of Secretariat Training and Management
21	Pensionary Benefits	55m	By Institute of Secretariat Training and Management
22	Leave Rules	55m	By Institute of Secretariat Training and Management
23	Leave Travel Concession	1h 7m	By Institute of Secretariat Training and Management
24	Budget	1h 40m	By Institute of Secretariat Training and Management
25	Finance and Accounts	1h 35m	By Department of Personnel and Training DoPT
26	Introduction to functions and organization of accounts department	50m 25s	By Ministry of Railways
27	Procurement Process	3h 6m	By Government e Market Place(GeM)
28	Mode of Procurement (Service)	1h 40m	By Government e Market Place(GeM)
29	Mode of Procurement (Product)	3h 51m	By Government e Market Place(GeM)
30	Beginner Course for GeM Buyer	3h 36m	By Government e Market Place(GeM)
31	Direct Purchase on GeM	38m 11s	By Bharat Sanchar Nigam Limited(BSNL)
32	FRSR Part II - Travelling Allowances Rules	3h 10m	By Department of Expenditure
33	National Pension System (NPS) (Prarambh)	25m 5s	By Department of Posts
34	Exit and Withdrawal Norms under NPS	16m 34s	By Defence Headquarters Training Institute (DHTI)
35	Contract Management	12h 15m	By National E- Governance Division (NEGD) DeitY Govt. of India

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

PONDICHERRY UNIVERSITY
iGOT Karmayogi MDO Cell (Establishment Non-Teaching Section)
Mandatory Courses for Group C Staff Members

Group C

S.No	Name of the Course	Duration	Courses Prepared By
1	Microsoft PowerPoint Beginners	3h 17m	By Microsoft
2	Microsoft PowerPoint Advance	2h 28m	By Microsoft
3	SharePoint	1h 29m	By Microsoft
4	Microsoft Excel for Beginners	7h 3m	By Microsoft
5	Excel Advanced	3h 49m	By Microsoft
6	Outlook	2h 3m	By Microsoft
7	Microsoft Teams	2h 24m	By Microsoft
8	Microsoft One Drive	1h 22m	By Microsoft
9	Microsoft Word	2h 56m	By Microsoft
10	Word Advanced	2h 49m	By Microsoft
11	Introduction to Emerging Technologies	2h 20m	By Capacity Building Commission
12	AI Using Google Bard and ChatGPT for Beginners	25m 1s	By Invest India
13	ChatGPT and Generative AI tools: An Introduction	1h 25m	By Capacity Building Commission
14	Code of Conduct for Government Employees	35m	By Institute of Secretariat Training and Management
15	Pensionary Benefits	55m	By Institute of Secretariat Training and Management
16	Leave Rules	55m	By Institute of Secretariat Training and Management
17	Leave Travel Concession	1h 7m	By Institute of Secretariat Training and Management
18	Budget	1h 40m	By Institute of Secretariat Training and Management
19	Finance and Accounts	1h 35m	By Department of Personnel and Training DoPT
20	Introduction to functions and organization of accounts department	50m 25s	By Ministry of Railways
21	Procurement Process	3h 6m	By Government e Market Place(GeM)
22	Mode of Procurement (Service)	1h 40m	By Government e Market Place(GeM)
23	Mode of Procurement (Product)	3h 51m	By Government e Market Place(GeM)
24	Beginner Course for GeM Buyer	3h 36m	By Government e Market Place(GeM)
25	Direct Purchase on GeM	38m 11s	By Bharat Sanchar Nigam Limited(BSNL)
26	FRSR Part II - Travelling Allowances Rules	3h 10m	By Department of Expenditure
27	National Pension System (NPS) (Prarambh)	25m 5s	By Department of Posts
28	Exit and Withdrawal Norms under NPS	16m 34s	By Defence Headquarters Training Institute (DHTI)
29	Contract Management	12h 15m	By National E-Governance Division (NEGD) DeitY Govt. of India

Total Duration for Group C: 58h 43m 15s