No. 20-1/2020-NTI.Trg
Government of India
Ministry of Communications
Department of Telecommunications
National Telecom Institute for Policy Research, Innovation & Training
(Training Division)

704, Admin. Bldg., ALTTC Campus
April 30, 2020

OFFICE MEMORANDUM

Subject: Schedule of Web-based Capacity Building Sessions to be conducted by NTIPRIT during May-June, 2020 – Circulation among DoT Officers – Regarding.

In order to contain the spread of Novel Coronavirus (COVID-19), Government of India and other Government functionaries have taken several measures including implementing lock down in the whole country till May 3, 2020. In view of the prevailing conditions, it seems that it might be difficult to conduct classroom In-service Courses/ Seminars/ Workshops in coming few months, especially during the period Apr-Jun, 2020 (Q1). Therefore, in order to fill this gap, NTIPRIT is taking steps to offer its Capacity Building services through web-based platforms. Further, it is also envisaged to continue using the online facilities for conducting the Capacity Building sessions even after lock down is over. This is also in line with the directives of Government of India encouraging online academic and training activities.

2.   Accordingly, NTIPRIT is offering 20 Online Sessions on various current, relevant, and attractive topics during May-June, 2020 as per the schedule enclosed at **Annexure-1**. All DoT Officers are the target audience of these Online Sessions.

3.   In this regard, it is requested to give wide publicity and to circulate the information about above Online Sessions among DoT Officers. Guidelines for Participants of Online Sessions are enclosed at **Annexure-2**. The information about the Online Sessions is also available on NTIPRIT website: http://www.ntiprit.gov.in.

Encl: As above

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To
     DDG (Training)
     DoT HQ

S. No.	Date	Time (hrs)	Topic	Speaker	Session Incharge
1	May 11, 2020	12:00-13:00	Prevention of Corruption Act	Shri Dharmendra Yadav Director (Estt.)	Shri Dharmendra Yadav Director (Estt.)
2	May 13, 2020	12:00-13:00	Disaster Management Technologies	Shri Srinivas Chaganti DDG (ICT & TS)	Shri Srinivas Chaganti DDG (ICT & TS)
3	May 15, 2020	12:00-13:00	Policy Research: An Overview	Shri Yatinder Agrohi Director (S & PR)	Shri Yatinder Agrohi Director (S & PR)
4	May 18, 2020	12:00-13:00	Internet of Things: An Introduction	Shri Deepak Sharma Director (FT)	Shri Deepak Sharma Director (FT)
5	May 20, 2020	12:00-13:00	Application of Big Data Analytics in Telecom	Shri Atul Sinha DDG (Admn.)	Shri Atul Sinha DDG (Admn.)
6	May 22, 2020	12:00-12:45	5G Introduction: Standardization and Technical Requirements	Shri Rajeshwar Dayal Director (WA-II)	Shri Rajeshwar Dayal Director (WA-II)
7	May 26, 2020	12:00-13:00	Introduction to Blockchain	Shri Ravi Kumar Mathur ADG (ICT)	Shri Ravi Kumar Mathur ADG (ICT)
8	May 28, 2020	12:00-12:45	5G Architecture and Features	Shri Vivek Asthana Director (WA-I)	Shri Vivek Asthana Director (WA-I)
9	Jun 8, 2020	12:00-13:00	Leveraging Mobile to Achieve SDG Target	Shri Mukesh Kumar Director (A&MM)	Shri Mukesh Kumar Director (A&MM)
10	Jun 10, 2020	12:00-12:45	LTC Rules	Shri Omvir Singh ADG (WA)	Shri Omvir Singh ADG (WA)
11	Jun 12, 2020	12:00-13:00	Competition Scenario in Telecom Sector in India	Shri Manoranjan ADG (A&MM)	Shri Manoranjan ADG (A&MM)
12	Jun 15, 2020	12:00-13:00	NGN Concept	Shri Pradeep Payal Director (NGS)	Shri Pradeep Payal Director (NGS)
13	Jun 17, 2020	12:00-12:45	Basic Concepts of Policy Formulation Process	Smt. V Sobhana DDG (Training)	Smt. V Sobhana DDG (Training)
14	Jun 19, 2020	12:00-13:00	Protecting Privacy in Data-Driven Techno-Economic Ecosystem	Shri Manish Jain Director (ICT)	Shri Manish Jain Director (ICT)
15	Jun 22, 2020	12:00-13:00	Digital Health: Telecom Perspective - I	Shri Vinay Chaudhary ADET (I)	Shri Vinay Chaudhary ADET (I)
16	Jun 23, 2020	12:00-13:00	Digital Health: Telecom Perspective - II	Shri Vinay Chaudhary ADET (I)	Shri Vinay Chaudhary ADET (I)
17	Jun 25, 2020	12:00-12:45	Happiness and Competency	Shri Anupam Varshneya DDG (WA)	Shri Anupam Varshneya DDG (WA)
18	Jun 26, 2020	12:00-12:45	Training Need Analysis: Concepts and Process	Shri Vineet Verma Director (Training)	Shri Vineet Verma Director (Training)
19	Jun 29, 2020	12:00-13:00	Right to Information Act	Shri R.K. Sharma DDG (Tx)	Shri R.K. Sharma DDG (Tx)
20	Jun 30, 2020	12:00-13:00	PMRTS	Shri Amit Kumar Jha Director (Tx)	Shri Amit Kumar Jha Director (Tx)

Guidelines for Participants of Online Sessions Conducted by NTIPRIT

1. Details of all the scheduled online sessions will be available on NTIPRIT website.
2. **Registration for the Online Session:** All the participants are to register for a particular session to able to join it. All the fields in the registration form are to be filled for successful registration. The link to join a session shall be given wide publicity. Also, it will be available on NTIPRIT website. In case of any difficulty in registration process, the concerned Session Incharge may be contacted.
3. **Limited Number of Seats:** Maximum **25** numbers of participants can register for a particular session and they shall be allowed on first-come-first-served basis. As only a limited number of Participants can register for an online session, it is expected that all the registered participants shall attend the session. However, if due to unavoidable circumstances, any registered participant finds herself/ himself unable to join the online session, s(he) should immediately inform the Session Incharge so that the opportunity may be given to others.
4. **Joining the Online Session:** The registered participants should join the online session, 10-15 minutes before the start of the session, at the link to be communicated by Session Incharge to each registered participant through email. It is necessary so that all the participants get settled before the start of the session and the session may be started at the scheduled time.
5. **During the Session:** During the session, all the participants will keep their microphones and videos muted. However, if any participant wants to raise any important query during the presentation, (s)he may raise hand using the tool available in Online Platform. On permission of the speaker, the participant will unmute her/ his microphone and video, and after the discussion, will mute the microphone and video again.
6. **Providing the Feedback:** It is compulsory for all the participants to fill and submit the feedback form after the online session is over. The feedback form may be in the form of word (.docx) file, Google Form, or feedback facility available on the Online Platform used for conducting the session. Word file of the feedback form will also be available on NTIPRIT website. The requisite information in this regard shall be communicated to all the registered participants before the start of the online session. The participants should do it immediately after the session. Certificate of Participation in the online session shall be issued to only those participants who would fill the feedback form. Giving feedback along with valuable suggestions is also extremely important for improving various aspects of the delivery of online sessions.
7. **Certificate of Participation:** e-Certificate of Participation shall be issued to all the participants who attend the online session and submit the feedback thereof. The certificate shall be sent through registered email id of the participant.
8. **Contact Details:** For any query in the matter, communication may be made at following:

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