



ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India
Ph:0091-40-66533000, 66534247, 66533085 (D)Telefax: (Programmes Office) 0091-40-23324365, Fax : 0091-40-66534356,
email: poffice@asci.org.in, URL: <http://www.asci.org.in>

Prof. G. Mohan
Programme Director

December 18, 2017

Dear Sir/Madam,

Programme on
e-Learning and Digital Education

(March 26 – 28, 2018)

Technology is leading to a revolution in the way we learn. It is helping to solve the problems of scale, quality of education and learnability of the student. e-learning is the use of electronic educational technology in learning and teaching. It refers to the use of modern tools such as computer digital technology, internet, electronic media, social media, etc. Internet has become a utility which is available at all work places, homes and public places. With paucity of time at the hands of the managers to go for structured courses, internet is becoming a popular medium to deliver courses. In the last 5 years Massive Open Online Courses (MOOCs) are becoming a hugely popular method of continuing education. India is the second biggest market for MOOCs in the world, after the USA.

I therefore invite you to nominate training managers, learning and development managers, IT Professionals involved in building knowledge management systems and educationists in your organisation. I am sure they will find the programme beneficial and rewarding.

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The Sponsoring Agency is required to endorse the nominee's Medical coverage in the event of hospitalisation.

With best regards,

Yours Sincerely,

G. Mohan

Encl: Programme Brochure & Nomination form

INTRODUCTION

Technology is leading to a revolution in the way we learn. It is helping to solve the problems of scale, quality of education and learnability of the student. e-learning is the use of electronic educational technology in learning and teaching. It refers to the use of modern tools such as computer digital technology, internet, electronic media, social media, etc. Internet has become a utility which is available at all work places, homes and public places. With paucity of time at the hands of the managers to go for structured courses, internet is becoming a popular media to deliver courses. In the last 5 years Massive Open Online Courses (MOOCs) are becoming a hugely popular method of continuing education. India is the second biggest market for MOOCs in the world, after the USA.

PROGRAMME OBJECTIVES

The purpose of the proposed training programme on e-learning and digital education is to enhance the capacities of the participants in:

1. Acquiring knowledge on the contemporary practices in learning and development.
2. Gaining better understanding of Internet and social media as a medium of learning and education
3. Appreciating the issues involved in transformation from conventional classroom training to e-learning including blended learning.
4. Providing exposure to the various educational technology tools and their suitability in various contexts.
5. Analysing the options to choose appropriate technologies and delivery models for implementation of e-learning in an organisational context.
6. Preparing organisations to face the challenges involved in implementing e-learning and digital education.

PROGRAMME CONTENTS

1. The proposed programme will discuss the various options and tools available for e-learning and will offer an integrated

perspective of the transformation technology can bring to the processes of learning in organisations.

2. Accordingly the programme will cover:
 - Contemporary practices in learning and development
 - Internet and social media
 - Social media for learning
 - Learning management systems
 - Distance learning and MOOCs
 - Educational technology tools (Synchronous & Asynchronous)
 - Game based learning and simulation
 - Certification and examination
 - Insights from educational psychology
 - Intranet and Knowledge Management

PEDAGOGY

- Lectures by faculty drawn from ASCI, educational institutions & e-learning experts.
- Demo of e-learning solution
- Theme based group discussions
- Experience-sharing, participating and interactive learning.
- Group exercises, videos and case studies

WHO SHOULD PARTICIPATE

This programme is aimed at training managers, learning and development managers, IT Professionals involved in building knowledge management systems and educationists.

The course does not assume any prior knowledge or expertise in designing, developing or implementing e-learning systems.

PROGRAMME OUTCOME

It is envisaged that at the end of the programme, participants would gain awareness and better understanding of the requirements of implementing e-learning and digital education in organisations.

It is also expected that they would receive sufficient inputs on educational technology tools and processes so as to make an informed choice for their organisations.

VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single rooms. However, the College does not provide accommodation for the family, transport between Airport /Railway Station and venue will be arranged by the College. The Bella Vista Campus of the college is WiFi enabled in a comprehensive way.

DURATION

The programme duration is from March 26 - 28, 2018. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Rs.34,000/- (US \$1495 for foreign) plus GST (presently 18%) per participant. The fee covers tuition, boarding and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential fee : **Rs.28,000/-** plus GST (presently 18%) per Indian participant. The fee covers tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the Programme fee for three or more participants from the same organisation will be given, provided the fee is credited in to our Bank account before March 23, 2018. Bank details are given below:

For Foreign Participants:

Receiver's correspondent Bank

State Bank of India, New York
Swift: SBINUS33
ABA routing no: 026009140

For credit of

State Bank of India, treasury department
Hyderabad, India, swift-SBININBB602
NOSTRO A/C NO: 2111001212001
REF.NO.05055

Ultimate Beneficiary

Administrative Staff College of India,
Account no: 62090698960,
State Bank of India, Bellavista,
Rajbhavan Road Branch, Hyderabad

For Indian Participants :

Bank Particulars

| | |
|----------------|--------------------------------------|
| Bank Name | State Bank of Hyderabad |
| Address line 1 | 6-3-1092, 1st floor, A Block |
| Address line 2 | Raj Bhavan Road Branch, (Bellavista) |
| Address line 3 | Hyderabad – 500 082 |

| | |
|----------------------|---------------------------------------|
| Beneficiary A/c Name | Administrative Staff College of India |
| Bank Account Number | 62090698675 |
| Bank MICR No | 500004008 |
| NEFT IFSC Code | SBHY0020063 |

Organisational sponsorship is preferable

Note: Details of Bank / Wire transfer may be sent to fo@asci.org.in for confirmation.

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date is **March 12, 2018**. Kindly contact Programmes Officer for further information(contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

March 19, 2018. Any withdrawals after this date will entail forfeiture of fee paid.

ASCI ALUMNI ASSOCIATION

Participants of College programmes will automatically become members of ASCI Alumni Association.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the Programme.

Programme Director

Prof G MOHAN

E-mail: gmohan@asci.org.in

ASCI Management Development Programs for 2017-18

MANAGEMENT DEVELOPMENT PROGRAMMES

| | | |
|---|-------------|-------------|
| General Management Programme for Senior Executives (SEC) - 130 | 08/Jan/2018 | 02/Feb/2018 |
| ASCI-NRCR Joint Certification Course on Improved Management of Land Acquisition, Resettlement & Rehabilitation (LARR) | 29/Jan/2018 | 09/Feb/2018 |

FINANCE

| | | |
|--|-------------|-------------|
| Strategies for Cost Leadership | 08/Jan/2018 | 10/Jan/2018 |
| Treasury and Risk Management in Banks/Financial Institutions | 22/Jan/2018 | 24/Jan/2018 |
| Business Collaborations - Strategic Alliances, Joint Ventures and Acquisitions | 29/Jan/2018 | 31/Jan/2018 |
| Business Risk Management | 05/Feb/2018 | 09/Feb/2018 |
| Advanced Financial Management | 12/Feb/2018 | 14/Feb/2018 |
| Evaluating and Financing Public Private Partnership Projects | 26/Feb/2018 | 2/Mar/2018 |

HEALTHCARE MANAGEMENT

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|--|-------------|-------------|
| Certificate Course in Healthcare Quality | 10/Jan/2018 | 12/Jan/2018 |
|--|-------------|-------------|

HUMAN DEVELOPMENT

| | | |
|--|-------------|-------------|
| Best Practices and Innovations in Health Care Delivery | 15/Nov/2017 | 17/Nov/2017 |
| Educational Leadership for Senior Level Officials of Universities/Educational Institutions | 22/Jan/2018 | 24/Jan/2018 |

HUMAN RESOURCE MANAGEMENT

| | | |
|--|-------------|-------------|
| Values Driven Leadership | 08/Jan/2018 | 10/Jan/2018 |
| Effective Learning and Development | 08/Jan/2018 | 12/Jan/2018 |
| Communication Skills for Managers | 29/Jan/2018 | 02/Feb/2018 |
| Building and Leading Effective Teams | 05/Feb/2018 | 09/Feb/2018 |
| Enhancing Interpersonal Effectiveness through Transactional Analysis | 05/Feb/2018 | 07/Feb/2018 |
| Positive Organizational Behaviour | 12/Feb/2018 | 14/Feb/2018 |

| | | |
|--|-------------|-------------|
| Strategic Human Resource Management with International Study Tour (Singapore and Malaysia) | 12/Feb/2018 | 24/Feb/2018 |
| Decision Making for Effective Leadership | 19/Feb/2018 | 23/Feb/2018 |
| Strategic Human Resource Management | 26/Feb/2018 | 02/Mar/2018 |
| Managing Creativity & Innovation | 05/Mar/2018 | 07/Mar/2018 |

INFORMATION TECHNOLOGY

| | | |
|----------------------------------|-------------|-------------|
| IT Enabled Knowledge Management | 29/Jan/2018 | 31/Jan/2018 |
| e-Learning and Digital Education | 26/Mar/2018 | 28/Mar/2018 |

INFRASTRUCTURE DEVELOPMENT

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|---|-------------|-------------|
| Urban Infrastructure Project Preparation and Management | 22/Feb/2018 | 24/Feb/2018 |
|---|-------------|-------------|

INNOVATION AND TECHNOLOGY

| | | |
|-------------------------------|-------------|-------------|
| Managing Strategic Innovation | 22/Jan/2018 | 24/Jan/2018 |
|-------------------------------|-------------|-------------|

OPERATIONS

| | | |
|--|-------------|-------------|
| Project and Contract Management | 08/Jan/2018 | 12/Jan/2018 |
| Procurement Procedures for The World Bank Aided Projects | 12/Feb/2018 | 23/Feb/2018 |

STRATEGIC MANAGEMENT

| | | |
|---|-------------|-------------|
| Driving Performance through Transformational Leadership | 19/Feb/2018 | 23/Feb/2018 |
|---|-------------|-------------|

URBAN GOVERNANCE

| | | |
|---|-------------|-------------|
| GIS for Urban Development | 18/Jan/2018 | 20/Jan/2018 |
| Public Private Partnership in Urban Infrastructure & Service Delivery | 07/Feb/2018 | 09/Feb/2018 |
| Integrated Solid Waste Management | 12/Mar/2018 | 14/Mar/2018 |

LONG DURATION PROGRAMME

| | | |
|---|-------------|-------------|
| Business Management for Armed Forces Officers | 05/Jun/2017 | 17/Nov/2017 |
|---|-------------|-------------|



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,
Hyderabad - 500 082, India.

Telefax (Programmes Office) : 0091-40-23324365

Phone : 0091-40-66534247, Fax : 0091-40-66534356

Delhi Campus

C-24, Institutional Area

South of IIT, Behind Qutub Hotel

New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850



ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, (India)

Nomination Form
Programme on
e-Learning and Digital Education

(March 26 – 28, 2018)

Nominee's Contact Information :

| | | | |
|----------------|---------------|-----------------|-------|
| Name (Mr/Ms) : | _____ | Date of Birth : | _____ |
| Designation : | _____ | Qualification : | _____ |
| Organisation : | _____ | | |
| Address : | _____ | | |
| Phone(s) : | (Off) : _____ | (Mobile) : | _____ |
| | | Home : | _____ |
| e-mail : | _____ | Fax : | _____ |

Sponsor's Details

| | |
|--|--------------------------------|
| Name of the Sponsoring Authority _____ | Designation _____ |
| Organisation : | _____ |
| GSTIN : | _____ |
| Address : | _____ |
| | _____ Pincode : _____ |
| Phone(s) : | (Off) : _____ (Mobile) : _____ |
| e-mail : | _____ Fax : _____ |

Fee Particulars

| | | | |
|---------------------|-------|---------------------------------|-------|
| Amount Payable : | _____ | Mode of Payment (DD/Chq/NEFT) : | _____ |
| Name of the Bank : | _____ | Date of Instrument/Transfer : | _____ |
| Instrument Number : | _____ | UTR Number for NEFT : | _____ |

Medical Insurance

| Name of the Insurance Agency | Policy Number | Validity upto |
|--|----------------------|----------------------|
| | | |
| Note : Coverage should be available in Hyderabad, India | | |

Signature of the Sponsoring Authority :

NOTE : Forward nomination form to : **Ms. V. Naga Swapna, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Telefax: 0091-040-23324365, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in