F.No. 3(3)(xxviii)/WIM(Content Manager)/INSET/SCERT/2024-25 Dated:- 09/12/24

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Circular

Subject: One-Day Capacity Building Program for Content Managers of SCERT and DIETs.

SCERT, Delhi, is organizing a **One-Day Capacity Building Program** for Content Managers from SCERT and B.Ed Division/DIETs to enhance skills and improve efficiency in digital content management.

Objective:

- Enhance employees' skills in organizational content management.
- Improve the efficiency of digital communication.
- Ensure compliance with digital standards and protocols.

Key Focus Areas:

- Understanding the basics of Content Management Systems (CMS).
- Content planning and strategy development.
- Hands-on training in popular CMS platforms (e.g., Drupal).

Schedule of the Program:

Date	:	11-12-2024
Timing	:	10:45 AM to 05:00 PM
Reporting Time	:	10:30 AM
Venue	:	Room No 208, Training Wing, SCERT, Delhi.

The list of participants is annexed as **Annexure "A"**.

All concerned authorities are requested to ensure that the nominated participants attend the training program without fail. Additionally, all Principals are requested to depute **one additional fellow** along with the Content Manager of their respective B.Ed Division/DIET to attend the training program.

Dr. Nahar Singh
Jt. Director, SCERT

F.No. 3(3)(xxviii)/WIM(Content Manager)/INSET/SCERT/2024-25   Dated:- 09/12/14

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Copy to –
1. PA to Director, SCERT
2. PA to Secretary, SCERT
3. PA to Jt. Director, SCERT
4. All Principals (B.Ed and DIETs)
5. All Content Managers (B.Ed and DIETs)
6. WIM, SCERT
7. Guard File

(Dr. Sapna Yadav)
Website Information Manager
SCERT, Delhi

SCERT Website Management		
	Name	Designation
Web Information Manager	Dr. Sapna Yadav	Sr. Lecturer
Website Management Team	Mr. Md Jabihul Quamar Jugnu	BRP
Content Managers (CM) of DIETs and B.Ed Division		
S. No.	DIET	Content Manager (CM)	Designation
1.	Ghumanhera	Dr. Sunil Nandal	Assistant Professor
2.	Keshav Puram	Sh. Ajay Rawat	Technician
3.	Pitampura	Dr. Virender Kumar	Assistant Professor
4.	Bhola Nath Nagar	Dr. Shinam Batra	Assistant Professor
5.	Karkardooma	Ms. M K Jayala	Technician
6.	Daryaganj	Ms. Neha Sharma	Assistant Professor
7.	Moti Bagh	Mr. Santosh Kumar Bhandari	Technician
8.	R K Puram	Ms. Laxmi Dagar	Sr. Lecturer
9.	Rajinder Nagar	Dr. Surinder Singh	Assistant Professor
10.	B.Ed Division	Dr Gaurav Sharma	Assistant Professor