



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

Training on
**Learning Management System
(Moodle)
and Program Management Processes**

Resource Person

Biswanath Behera

Program Manager (Academic Programs),
IIMV

June 22 – 26, 2020 (IIMV Campus)



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“Training on Learning Management System (Moodle) and Program Management Processes”

June 22 – 26, 2020 (IIMV Campus)

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Training Schedule

Day	Dates	Module	Timing (10:00 – 12:30 hrs)
Day-1	22-June-2020 Monday		10:00 – 10:30 hrs ▶ Inauguration by Prof. M Chandrasekhar, Director
		Module-1	10:30 – 12:30 hrs ▶ LMS - Moodle <i>Brief overview on major functions and features</i>
Day-2	23-June-2020 Tuesday	Module-2	▶ Academic Year Planning <i>Academic Calendar preparation (multiple formats)</i>
		Module-3	▶ Program Budgeting <i>Components, parameters, Annual/ Quarterly</i>
Day-3	24-June-2020 Wednesday	Module-4	▶ Class Schedule <i>Process, Components, Formats,</i>
		Module-5	▶ Term Registration <i>Process, arrangement</i>
		Module-6	▶ Elective Bidding Process <i>Brief introduction</i>
Day-4	25-June-2020 Thursday	Module-7	▶ Examination Management <i>Process, Formats, Rules/ Guidelines</i>
		Module-8	▶ Course Feedback by Students <i>Process, Parameters, Compilation, Reports</i>
Day-5	26-June-2020 Friday	Module-9	10:00 – 11:30 Hrs ▶ Result/Marksheet Preparation <i>Grade Compilation, Marksheet preparation</i>
		Module-10	11:30 – 12:00 Hrs ▶ Convocation Arrangement <i>Brief overview, arrangement, process</i>
			12:00 – 1230 hrs ▶ Valedictory session

Training Overview: Program Management is the key aspect in any Business Schools. The Modules covered in this training program will enable the participants (Staff/Academic Associates) to understand and familiar with the systems and processes involved in the program management.

Training Coverage: Briefing, process and systems of each module will be discussed. There will be exercises and short breaks during the sessions.

About Resource Person: Biswanath Behera is working as Program Manager – Academic Programs at IIM Visakhapatnam. He holds MBA degree (HRM), MA in Economics and Diploma in Graphics Designing. Prior to joining IIM Visakhapatnam, he was the Administrative Officer (Programs) both in IIM Raipur and IIM Kashipur. He had worked as Program In-Charge (Public Policy Program) with MDI Gurgaon and Assistant Registrar with BIMTECH Greater Noida.

He is a recipient of Best Team Performance award at IIM Visakhapatnam.

He is having about 20 years of experience with the leading/premier business schools in India. His expertise is in Academic Program Management, Management of Executive Programs, Admission Process Handling, and Institute Brochure designing.