

## **Workshop on Capacity Building of Higher Education Teachers on e-Content Development using Moodle**



*Organized by*

**Commonwealth Educational Media Centre for Asia (CEMCA),  
Commonwealth Of Learning (COL), New Delhi**

*In collaboration with*

**Central University of Punjab, Bathinda (CUPB), Punjab**

**Training Performed by  
*Ashutosh Taunk***



## Table of Contents

<b>EXECUTIVE SUMMARY</b>	<b>3</b>
<b>INTRODUCTION WITH BACKGROUND AND METHODOLOGY</b>	<b>4</b>
<b>OBJECTIVES</b>	<b>5</b>
<b>DATE OF EVENT &amp; VENUE</b>	<b>5</b>
<b>PROGRAMME SCHEDULE</b>	<b>6</b>
<b>SESSION DAY 1</b>	<b>7</b>
THE INAUGURATION SESSION	7
MOODLE SETUP & INSTALLATION	7
MOODLE STRUCTURE & COURSE CONFIGURATION	8
A SCREENSHOT OF THE CUP.EDUMOOT.COM USED FOR PRACTICING	8
<b>SESSION DAY 2</b>	<b>9</b>
PARTICIPANTS & TRAINER WORKING ON TOGETHER TO DEVELOP COURSES	9
A SCREENSHOT OF THE INITIAL HOMEPAGE OF CUPB MOODLE PAGE	9
COURSE DEVELOPMENT & USER ENROLMENT	10
SOME COURSES DEVELOPED BY THE PARTICIPANTS	10
TECHNICAL & ONLINE SUPPORT APPLICATION	13
<b>CONCLUSION</b>	<b>13</b>
VICE CHANCELLOR, PROF. R. K. KOHLI GIVING VALEDICTORY ADDRESS	14
<b>ANNEXURE</b>	<b>15</b>
LIST OF PARTICIPANTS	15
FEEDBACK FORM	17
NEWSPAPER CUTTING FROM BATHINDA TRIBUNE, 18.9.15	18



## Executive Summary

*Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi partnered with the Central University of Punjab, Bathinda (CUPB), towards developing e- content using Moodle platform for the faculty of the University.*

*The purpose of the workshop was to train the faculty in providing them hands on experience about the development of online courses. Since the University has been asked by the MHRD to develop Massive Open Online Courses (MOOCs), the programme was intended to train the faculty in developing online courses. I was chosen by CEMCA as a trainer because of my year's international experience at HE level at several business schools and universities.*

*A list of 30 faculty and 6 Ph. D. students were announced as participants for the training programme. The university has 19 learning centres and atleast one faculty from each centre was chosen for the training session. Hence there were a total of 36 participants in the workshop on Capacity Building of Higher Education Teachers on e-Content Development using Moodle which held on 15<sup>th</sup> and 16<sup>th</sup> September 2015.*

*The coordinator of the workshop Dr. Jubilee Padmanabhan, organized the inauguration of the workshop in the Seminar hall of CUPB, whereby Professor Ashok Dhawan, Dean of CUPB inaugurated the programme in the presence of Dr. Pankaj Khare, Registrar of CUPB which was presided by Prof. S.K. Bawa, Dean, School of Education. Dr. Shireesh Pal Singh welcomed me, Ashutosh Taunk, as trainer. Prof. Dhawan highlighted the role of knowledge expansion in higher education and how in countries like USA the MOOC programme has been very popular. Dr. Khare gave an overview of CEMCA, Commonwealth of Learning and clearly stated the utility of the workshop for the faculty of CUPB. Prof. S.K. Bawa highlighted the use of ICT in classroom situations and also the importance of such workshops. The inauguration was concluded with vote of thanks by Dr. Satvinderpal Kaur.*

*The two-day training programme on developing e-content was organized in the M.Tech. Research lab of CUPB, with a brief introduction on LMS and need for implementing it in educational institution like CUPB. The trainer helped the participants in gaining hands on experience on how to install Moodle, creating Admin page, how to enroll users and to assign student and teacher roles and also trained the participants on creating a course by uploading files such as PDF, videos, PowerPoint etc. The Registrar of CUPB requested the technical person to install Moodle on the server and create an IP address which was materialized with a dedicated IP. The second day focused on creating course using the IP address and also discussed on how multiple questions can be uploaded as Quiz. The method to take backups and*



*to restore the same was also trained. The trainer also introduced the participants to OER resources like OCW, Moodle HUB, Creative commons Licenses, logos, Copyright issues, plagiarism, similarity index, Moodle mobile and other free VLE tools. All the participants were also assigned a course and have been made as a teacher to the course on local server and also on KTS cloud. All have the logins to each, so that they can prepare the required content anywhere possible. Participants were also informed about Paypal, Microsoft, Google Integrations and SSO capability.*

*The two day workshop was concluded with closing speech and certificate distribution in a Valedictory session with Hon. Vice Chancellor, Prof. R.K. Kohli, Chief Guest addressing the participants by stating that technology is the future medium of instruction and suggested all the participants to keep in pace with the changing technology to face the challenges ahead. The report of the workshop was presented by Dr. Jubilee Padmanabhan, and the certificates were distributed for all the participants by Hon. Vice Chancellor in presence of the trainer from CEMCA and Registrar of the University. At the end Registrar, Dr. Pankaj Khare offered Vote of thanks appreciating the overall success of the workshop.*

## **Introduction with Background and Methodology**

The Central University of Punjab, Bathinda (Punjab) has been established through the Central Universities Act 2009 which received the assent of the President of India on 20th March 2009. Its territorial jurisdiction extends to the whole State of Punjab. This newly set up Central University of Punjab (CUPB) at Bathinda is poised to write new alphabet on the academic horizon of India. This University is one of the important links in the recently set up chain of Central Universities created in the educationally backward areas of India. It is gearing up to provide proper institutional leadership to the emerging demands of access, equity, relevance and quality in the mainstream University system. The University dynamically and creatively respond to the shifting paradigms in education in tune with the changing needs of society. The University has participatory delivery techniques facilitated through seminars, group discussions, off campus visits, online support, web, multimedia, live projects, field studies, demos, team presentations, skill workshops, etc.

The University got assistance from CEMCA for providing training on Moodle for the faculty who are going to develop online courses as per the instruction from MHRD. There has been a list of 29 courses to be developed online by 41 faculties from different centres who will be developing the courses very soon. Considering the need of the University, a two-day workshop was planned in consultation with Dr. R.C. Sharma, Director of CEMCA and the date was finally decided as 15th and 16th September 2015. The workshop was materialized with the help of Dr. Manas Ranajn Panigrahi, Programme officer of CEMCA, Dr. Pankaj Khare,



Registrar of CUPB and Dr. Jubilee Padmanabhan, Assistant Professor in Education; CUPB coordinated the two day workshop at CUPB.

## Objectives

The following were the objectives of the workshop session:

- To make university and faculty aware about elearning environment
- To make participating faculty members know about LMS Moodle
- To make participants understand technical requirements for moodle set up
- To help university's IT Team understand Moodle and install application on local server
- To make Faculty understand and adopt Moodle courseware and configuration
- To make faculty know about available OER's and other moodle support application available online
- To help university and faculty make online courses for students using available at all times

## Date of Event & Venue

**CAPACITY BUILDING OF HIGHER EDUCATION TEACHERS ON e-CONTENT DEVELOPMENT USING MOODLE (15 -16 SEPT, 2015)**

The poster features the logos of CEMCA and Central University of Punjab at the top. The main title is 'Workshop on Capacity Building of Higher Education Teachers on e-Content Development using Moodle'. It is organized by the Commonwealth Educational Media Centre for Asia (CEMCA), Commonwealth Of Learning (COL), New Delhi, in collaboration with Central University of Punjab, Bathinda (CUPB), Punjab. The venue is Central University of Punjab, Bathinda (CUPB), Punjab, and the date is 15-16 September 2015.

**Workshop on  
Capacity Building of Higher Education Teachers  
on e-Content Development using Moodle**

*Organized by*  
Commonwealth Educational Media Centre for Asia (CEMCA),  
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Central University of Punjab, Bathinda (CUPB), Punjab

**Venue: Central University of Punjab, Bathinda (CUPB), Punjab  
Date: 15 -16 September 2015**

## PROGRAMME SCHEDULE

Day 1 (Sept 15 2015) Session		
From	To	Programme
10.00	10.30	Inauguration
10.30	10.45	Tea break
10.45	11.45	Moodle Set Up & Installation
11.45	13.00	Moodle Structure
13.00	14.00	Lunch
14.00	15.30	Course Configuration
15.30	15.45	Tea Break
15.45	17.30	Adding Resources
		File Management
		Activity Modules
		Creating Popular Questions
		Gradebook Introduction
		Follow ups/ recap
Day 2 (Sept 16 2015) Session		
09.30 AM	10.00	Day 1 Recap
10.00	11.00	Activity Administration
11.00	11.15	Tea Break
11.15	13.00	Managing Permissions
		Managing Tracking
13.00	13.45	Lunch
13.45	15.30	Course Administration
		Moodle Mobile
		OER resources, CC, Moodle HUB, VLE Tools
		XML & Aiken Format
		Back-Up & Restore
		User Enrolments & Permission
15.30	16.15	Valedictory and Certificate Distribution

## Session Day 1

### The Inauguration Session



### Moodle as adopted LMS

The workshop was organized in M.Tech. Research lab of CUPB which was equipped with 24 desktops and 8 personal laptops. The session started at 11:00 AM with a brief on LMS and other names it is known and the need of implementing it in education institution like CUPB.



### Moodle Setup & Installation

The first section covered was to get to know about **Moodle Code and Installation** on individual machines (desktops and laptops). The version used



was Moodle 2.8. It took us 2 hours to manually install on individual machines. During post installation, we started working on Moodle LMS. But, because of the restrictions on Lab machines and different system configuration on laptops the moodle server keeps crashing. We then felt the need to have a common moodle instance installed on CUPB server, so that it will be available to everyone irrespective of the machine they have. Registrar approved the idea and the instructions were passed to IT team.

## Moodle Structure & Course Configuration

During this time the participants were busy working on creating their logins and users on individual machines. By this time participants actually understood the moodle roles hierarchy as everyone was on admin role from individual machine. With an unsatisfactory note the lunch was called by the trainer so that internet and infrastructure problems can be fixed in the meanwhile.

Post lunch, I brought a **New Moodle Instance** on KTS cloud (<https://cup.edumoot.com>) and created participants individual logins with teacher role. By now the internet was also getting connected, and with the common moodle instance participants started communicating together using moodle message system and enrolling each other to the course.

Participants also learnt how to **Upload Resource** files like PDFs, PPTs, and other normally used files for education. Some have also uploaded the media files with pictures. The day was called at 17:30 HRS and everyone created their first moodle course with resources, and activities like quizzes, looking at gradebook, different marking criteria, assignments and forums.

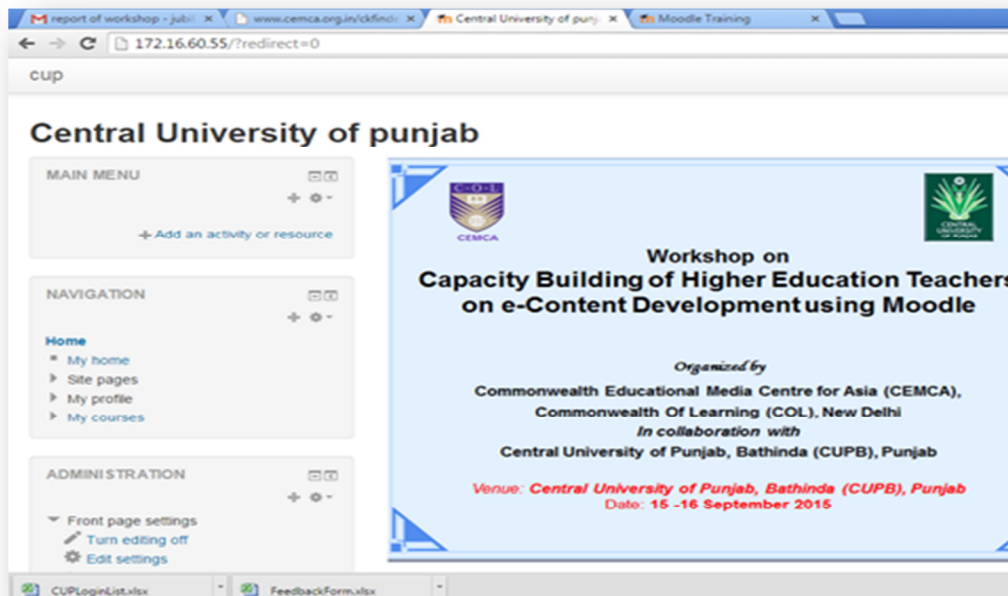
## A screenshot of the cup.edumoot.com used for practicing





## Session Day 2

Participants & Trainer working on together to develop courses



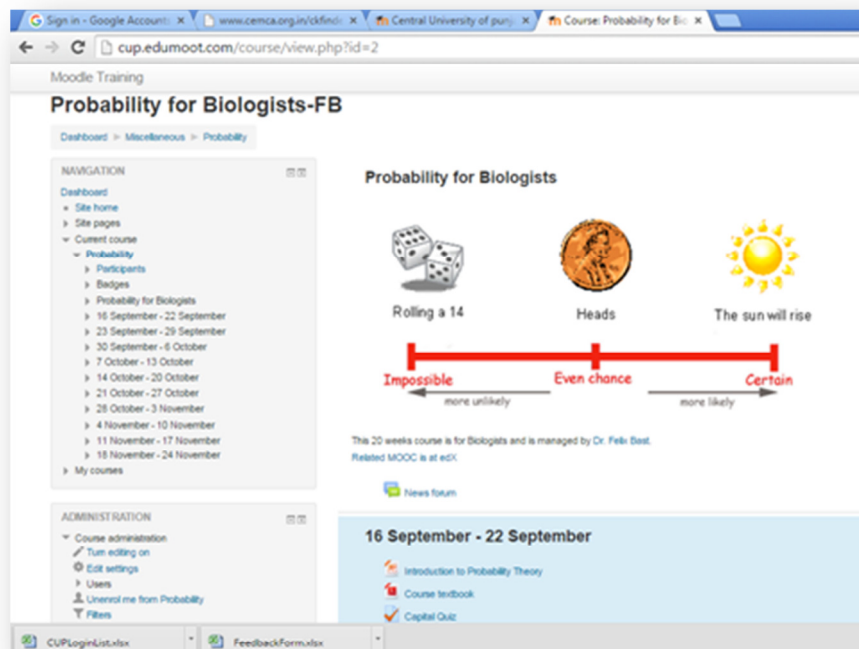
A screenshot of the initial homepage of CUPB Moodle page

The day was started at 0915 HRS on speaking about Day 1 content, issues and recapping the session. Everyone was asked to re-login on <https://cup.edumoot.com> but by 10 AM, Internet crashed again with disturbance on the firewall. We (I and CUPB's IT team) installed moodle on local server and used CUP's IP address to use moodle. The installation was accessible on 172.16.60.55. As communicated by University's Registrar, CUPB aims to launch the learning site globally, so that it can be accessible to others and faculty when away from campus.

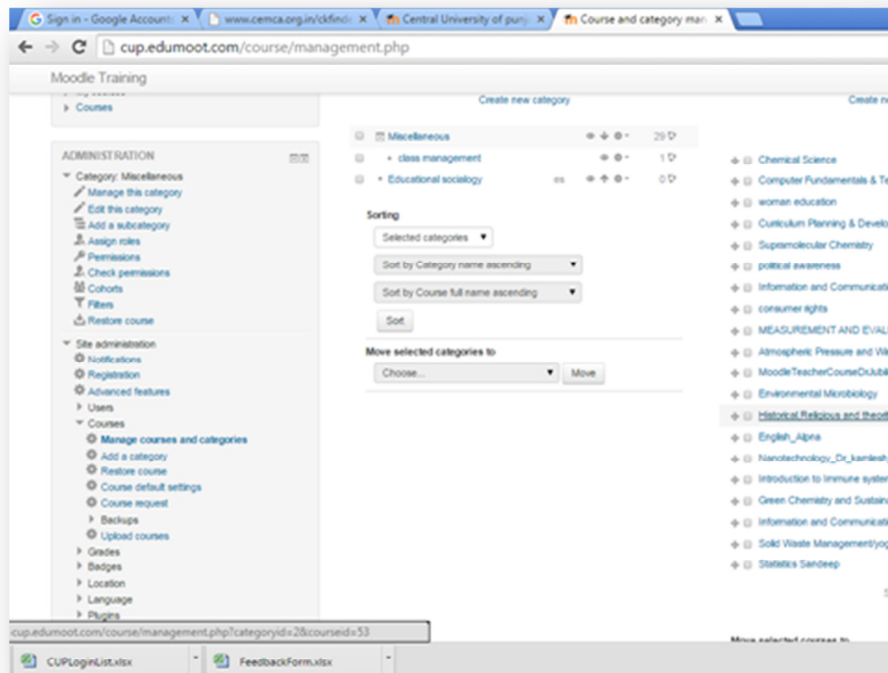
## Course Development & User Enrolment

During this session, participants grabbed good hands on experience in creating a course again, although this activity was performed on Day 1, but because we had to work on local server 172.16.60.55, participants were happy to recreate the course. This not only helped them clear doubts but also remember the key points. This process actually made them well acquainted to the Moodle platform. The participants learnt about **Course Permissions and Enrolment**, what happens when a wrong enrolment is done, how to remove a faulty enrolment, limiting enrolment etc. They discovered the entire course administration menu, and used different course formats, changing the language file, etc. The participants were trained on back-up of activities and resources and also the entire course **Back-up and Restore function**.

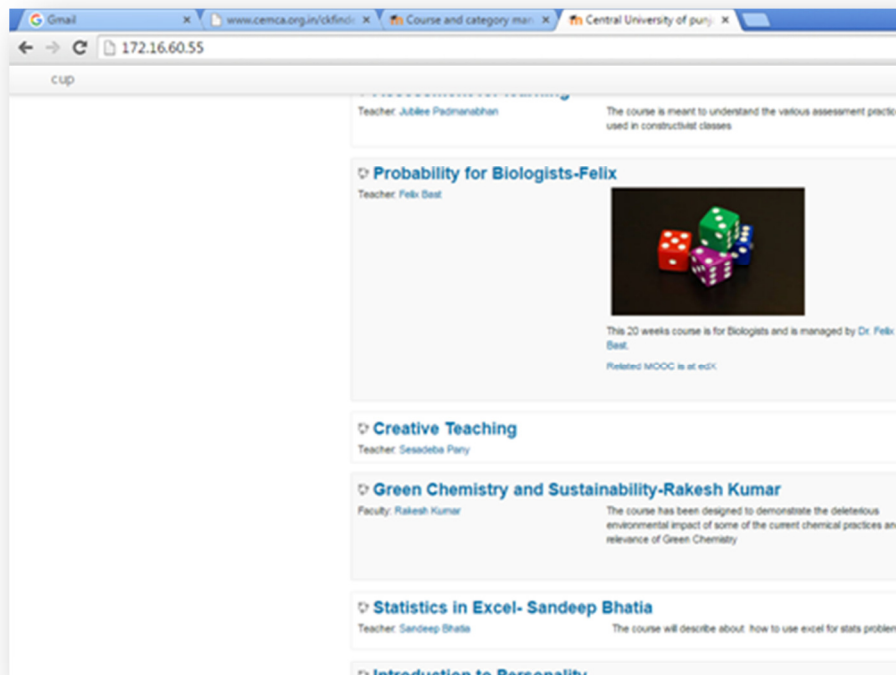
## Some courses developed by the participants



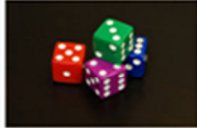
The screenshot shows a Moodle course page for 'Probability for Biologists-FB'. The page features a navigation menu on the left with sections for 'Dashboard', 'Current course', and 'ADMINISTRATION'. The main content area displays the course title and a probability scale diagram. The diagram shows three points: 'Rolling a 14' (Impossible), 'Heads' (Even chance), and 'The sun will rise' (Certain). A red horizontal line with arrows at both ends represents the probability scale, with 'Impossible' at the left end, 'Even chance' in the middle, and 'Certain' at the right end. Below the diagram, there is a text box stating 'The 20 weeks course is for Biologists and is managed by Dr. Felix Bast. Related MOOC is at edX.' and a 'News forum' link. At the bottom, there is a section for '16 September - 22 September' with a list of activities: 'Introduction to Probability Theory', 'Course textbook', and 'Capital Quiz'.

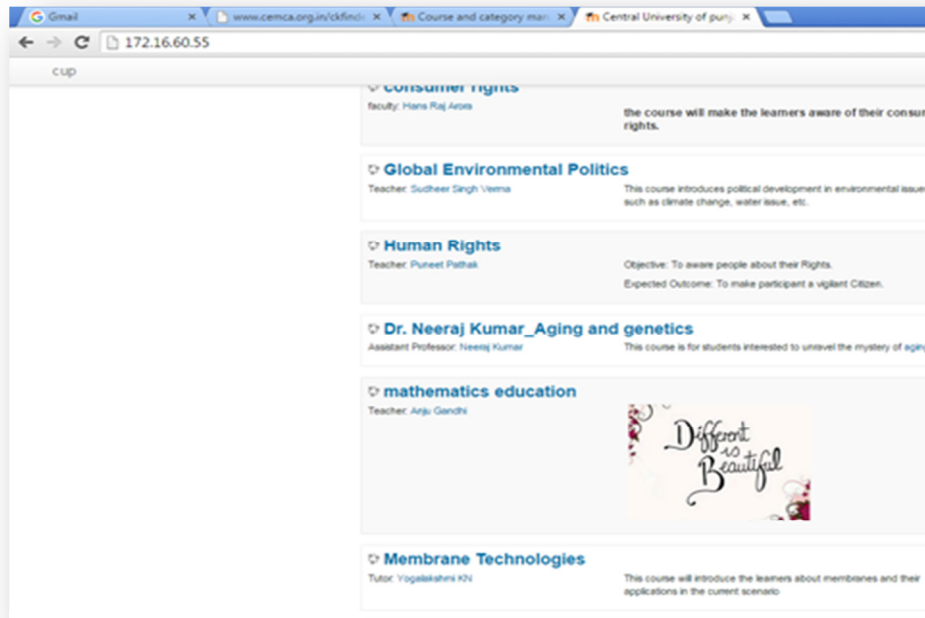


The screenshot shows the Moodle Training course management interface. The browser address bar displays `cup.edumoot.com/course/management.php`. The page title is "Moodle Training". On the left, there is an "ADMINISTRATION" sidebar with options like "Manage this category", "Edit this category", "Assign roles", "Permissions", "Check permissions", "Cohorts", "Filters", "Restore course", "Site administration", "Notifications", "Registration", "Advanced features", "Users", "Courses", "Manage courses and categories", "Add a category", "Restore course", "Course default settings", "Course request", "Backups", "Upload courses", "Grades", "Badges", "Location", and "Language". The main content area shows a tree view of categories under "Miscellaneous", including "class management" and "Educational sociology". There are sorting options: "Sort by Category name ascending" and "Sort by Course full name ascending". A "Move selected categories to" section is also visible. The bottom of the browser shows tabs for "CUPLoginList.xlsx" and "FeedbackForm.xlsx".



The screenshot shows a Moodle course listing page. The browser address bar displays `172.16.60.55`. The page title is "cup". The main content area lists several courses:


- Teacher: Jubilee Padmanabhan**  
The course is meant to understand the various assessment practices used in constructivist classes.
- Probability for Biologists-Felix**  
Teacher: Felix Best  
  
This 20 weeks course is for Biologists and is managed by Dr. Felix Best.  
Related MOOC is at edX
- Creative Teaching**  
Teacher: Sesadiba Pany
- Green Chemistry and Sustainability-Rakesh Kumar**  
Faculty: Rakesh Kumar  
The course has been designed to demonstrate the deleterious environmental impact of some of the current chemical practices and the relevance of Green Chemistry.
- Statistics in Excel- Sandeep Bhatia**  
Teacher: Sandeep Bhatia  
The course will describe about how to use excel for stats problems.
- Introduction to Personality**

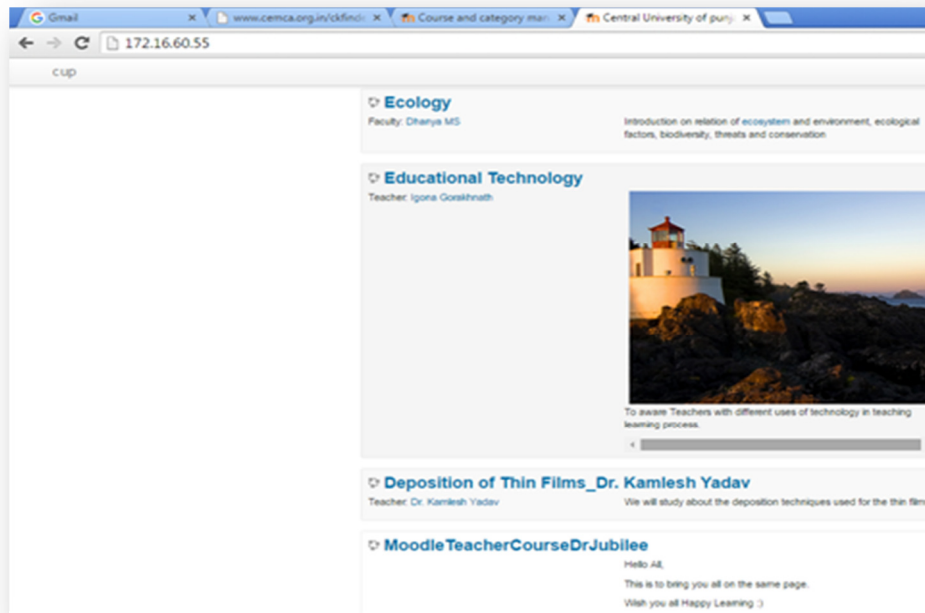


Browser tabs: Gmail, www.cemca.org.in/ckfinder, Course and category man, Central University of Punjab

Address bar: 172.16.60.55

Page content:


- Consumer rights**  
Faculty: Hans Raj Arora  
the course will make the learners aware of their consumer rights.
- Global Environmental Politics**  
Teacher: Sudheer Singh Verma  
This course introduces political development in environmental issues such as climate change, water issue, etc.
- Human Rights**  
Teacher: Puneet Pathak  
Objective: To aware people about their Rights.  
Expected Outcome: To make participant a vigilant Citizen.
- Dr. Neeraj Kumar\_Aging and genetics**  
Assistant Professor: Neeraj Kumar  
This course is for students interested to unravel the mystery of aging.
- mathematics education**  
Teacher: Anu Gandhi  

- Membrane Technologies**  
Tutor: Yogalakshmi KNI  
This course will introduce the learners about membranes and their applications in the current scenario.



Browser tabs: Gmail, www.cemca.org.in/ckfinder, Course and category man, Central University of Punjab

Address bar: 172.16.60.55

Page content:

- Ecology**  
Faculty: Dhanya MS  
Introduction on relation of ecosystem and environment, ecological factors, biodiversity, threats and conservation.
- Educational Technology**  
Teacher: Iqona Goshwami  
  
To aware Teachers with different uses of technology in teaching learning process.
- Deposition of Thin Films\_Dr. Kamlesh Yadav**  
Teacher: Dr. Kamlesh Yadav  
We will study about the deposition techniques used for the thin films.
- MoodleTeacherCourseDrJubilee**  
Hello All,  
This is to bring you all on the same page.  
Wish you all Happy Learning :)



## Technical & Online Support Application

Post lunch session was on **Moodle Mobile**, the application, the working and a live installation on Itunes and android store. Participants were also introduced to **Official Moodle Song**, also known to be as moodle anthem. Then the learners were introduced to the **OERs** like OCW, Moodle HUB, Creative commons License, logos, Copyright issues, plagiarism, similarity index, and other VLE tools. All the participants were also assigned a course and have been assigned teacher role to the course on local server and also on KTS cloud. All have the logins to each, so that they can prepare the required content anywhere possible. Participants were also told about Paypal, Microsoft, Google Integrations and SSO capability. Participants were also introduced to guest access with or without pass-code, so that un-enrolled students/ visitors' can access the course. How to restricting an activity was introduced to them so that they can restrict and make an activity at particular time of the month/ year etc.

I took the initiative, to actually, let everyone work collaboratively, as they felt, and use creativity/ imagination to build a course according to oneself. In light to administrator settings, the csv uploads for users, courses, short codes were shared with IT Admin at CUPB, so that they are can manage it of their own, first with local IP and then when it goes live for students.

## Conclusion

The two day workshop was concluded in a Valedictory session with Hon. Vice Chancellor, Prof. R.K. Kohli, Chief Guest addressing the participants by stating that technology is the future medium of instruction and suggested all the participants to keep in pace with the changing technology to face the challenges ahead.

Hon. Vice Chancellor, the Registrar and myself distributed the certificates to all the participants. At the end Registrar, Dr. Pankaj Khare offered Vote of thanks appreciating the overall success of the workshop. The day ended with loads of learning on Moodle application ad satisfaction by each one. The feedback forms are attached herewith.

## Vice Chancellor, Prof. R. K. Kohli giving valedictory address



The two day workshop on Capacity Building of Higher Education Teachers on e-Content Development using Moodle helped the participants to gain hands on experience on working with moodle platform and creating courses. It also helped in installing Moodle onto the server of CUPB and the courses will be developed in the IP address. The participants responded that the training programme was very much useful and will help them in improving their online skills in developing online courses.

## ANNEXURE

### LIST OF PARTICIPANTS

Sl. No.	Name of faculty	Centre	Designation	email ID
1	Dr. Sesadeba Pany	Education	Assistant Professor	drpany_s@yahoo.com
2	Dr. Dhanya M.S	Environmental Science and Technology	Assistant Professor	dhanyasubramanian@gmail.com
3	Dr. Yogalakshmi	Environmental Science and Technology	Assistant Professor	yogalakshmi25@gmail.com
4	Dr. Monisha Dhiman	Genetic Diseases and Molecular Medicine	Assistant Professor	monisha.dhiman@gmail.com
5	Dr. Alpna Saini	Classical and Modern Languages	Associate Professor	alpna.saini@gmail.com
6	Dr. Shireesh Pal Singh	Education	Assistant Professor	shireeshsingh1982@gmail.com
7	Dr. Jubilee Padmanabhan	Education	Assistant Professor	jubileepadmanabhan@gmail.com
8	Dr. Kiran K Singh	Geography and Geology	Assistant Professor	kiran.singhgeo@gmail.com
9	Dr. Sandeep Kaur	Economic studies	Assistant Professor	kaursandeep00@gmail.com
10	Dr. Puneet Pathak	Centre for Law	Assistant Professor	puneetpathak9@gmail.com
11	Dr. Shamshir Singh Dhillon	Education	Assistant Professor	drshamshirdhillon123@gmail.com
12	Aditya Ranjan Kapoor,	Sociology	Assistant Professor	aditya.kapoor.2k@gmail.com
13	Dr. Sudheer Verma,	Centre for South and Central Asian Studies	Assistant Professor	sudheersis@gmail.com
14	Dr. J. Nagendra Babu	Chemical Sciences	Assistant Professor	nagendra.rd@gmail.com
15	Dr. Rakesh Kumar	Chemical Sciences	Assistant Professor	rushrakesh@rediffmail.com
16	Dr. Kamlesh Yadav	Physical Sciences	Assistant Professor	kamlesh.yadav001@gmail.com
17	Dr. Neeraj Kumar	Human Genetics	Assistant Professor	drnkirwal@gmail.com
18	Dr. Sabyasanchi	Human Genetics	Assistant Professor	sabya@cup.ac.in
19	Dr. Krishnakanta	Chemical Sciences	Assistant	krishnakanta.haldar@gmail.com



	Halder		Professor	il.com
20	Dr. R. K. Chaithanya	Animal Sciences	Assistant Professor	chaitanyark@gmail.com
21	Dr. Pankaj Khare		Registrar	pankajkhare@gmail.com
22	Dr. Felix Bast	Plant Sciences	Assistant Professor	felix.bast@gmail.com
23	Dr. Satvinderpal Kaur	Education	Associate Professor	satvinder2002@gmail.com
24	Mandeep Singh	Computer centre	JTA	mandeepinfotech309@gmail.com
24	Dr. Sukhwinder Kaur	Law	Assistant Professor	sukhharsh2005@yahoo.com
26	Dr. Surender Mehra	Law	Assistant Professor	surender_adv@yahoo.co.in
27	Kiranjit Kaur	Education	Research Scholar	k.brar18@yahoo.com
28	Narinder Singh	Education	Research Scholar	narindersingh670@gmail.com
29	Rajendra SinghDhayal	Chemical Sciences	Assistant Professor	rajendra.dhayal@gmail.com
30	Sushma Kumari	Education	Research Scholar	sonusangral167@gmail.com
31	Richa Arora	Education	Research Scholar	richa.arora0187@gmail.com
32	Igona Gorakhnath	Education	Research Scholar	igonaa@gmail.com
33	Anju Gandhi	Education	Research Scholar	anju.gdg@gmail.com
34	Dr. Hans raj Arora	Law	Associate Professor	drhrarora@gmail.com
35	Dr. Deepak Kumar	Law	Assistant Professor	drdeepakkumarchauhan@gmail.com





## FEEDBACK FORM

Date

Title of Training

Trainer

No.	Question	Strongly Agree	Agree	Neutral	Disagree
1	Objective of the Training were known				
2	Participation was encouraged				
3	Topics covered were relevant				
4	Content was easy to follow				
5	Adequate IT/ Infrastructure available				
6	Training experience will be useful				
7	Trainer knew about the stuff				
8	Trainer was well prepared				
9	Objectives were met				
10	Time allotted was sufficient				

11. What did you like most about this training?

12. What aspects of the training could be improved?

13. How do you hope to change your practice as a result of this training

14. What additional adult trainings would you like to have in the future?

15. Please share other comments or expand on previous responses here:

NEWSPAPER CUTTING FROM BATHINDA TRIBUNE, 18.9.15

# Central University holds workshop to train teachers in online courses

## TRIBUNE NEWS SERVICE

BATHINDA, SEPTEMBER 17

The Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi, partnered with the Central University of Punjab, Bathinda (CUPB), for developing e-content using Moodle platform for the faculty of the university.

The purpose of the workshop was to train the faculty in providing them hands on experience about the development of online courses.

Since the university has been asked by the Ministry of Human Resource Development to develop Massive Open Online Courses (MOOCs), the programme was intended to train the faculty in developing these courses.

The university has already sent a list of 41

interested faculty members who will be developing 29 courses as MOOC.

Under the guidance of the Vice-Chancellor and the Registrar, the university collaborated with the CEMCA to organise a two-day workshop on developing e-content using Moodle.

Voluntarily, a total of 30 faculty members and six PhD students got registered for the training programme. The university has 19 centres and at least one faculty member

from each centre has registered for the workshop.

The coordinator of the workshop, Dr Jubilee Padmanabhan, organised the inaugural event at the seminar hall of CUPB, whereby Professor Ashok Dhawan, Dean of CUPB, inaugurated the programme in the presence of registrar Dr Pankaj Khare.

The event was presided by Prof SK Bawa, Dean, School of Education.

The two-day training pro-

gramme on developing e-content was organised in the MTech research lab of the CUPB, with a brief introduction on LMS and the need for implementing it in an educational institution such as the CUPB.

The workshop concluded with a valedictory session with Vice-Chancellor Prof RK Kohli, the chief guest on the occasion, addressing the participants by stating that technology was the future medium of instruction and suggested all the participants to keep pace with the changing technology to face the challenges ahead.

Dr Padmanabhan presented the report of the workshop and the V-C distributed certificates among the participants, in the presence of the trainer from the CEMCA and the Registrar of the university.

The two-day training pro-