

*Guide to the Website of the
UGC Programme on Capacity Building of Women Managers in Higher
Education*

www.ugcwomenmanages.org

Thank you for registering yourself on the website of the UGC Programme on Capacity Building of Women Managers in Higher Education. A lot of new features have been added to the website from time to time. We hope that all the Registered members regularly access and use the information on the website, and add new information where appropriate.

A brief overview of the website is given below, so that you may find it easy to access the different sections in it.



Please remember, the URL is: www.ugcwomenmanages.org



As a member, it is good to log in first, as some of the information on the website is only available to registered members.

If you have forgotten your log-in name, please email nidcell@gmail.com and we will send it to you.

If you have forgotten your password, please click where indicated, below the password block, and the password will be sent to your email address.

If you have not yet registered, please do so as follows:

- Open the Homepage of the website
- Click on Register in the upper part of the right hand column
- Fill in the details in the form that appears.
- Click on Submit



The main sections of the website are as follows:

1. **Bibliography of Resource Materials.**
2. **The Digital Library**
3. **Persons.**
4. **Calendar of Events**

We also have:

Your space

Bulletin Board

Information on Women's Studies Departments/Centres in India

Special News

Here is what you will find in each of the main sections:

- ➔ **Bibliography of Resource Materials.** This is a listing of selected books, book chapters, journal articles and theses on the main topic of Capacity Development of Women Managers in Higher Education, as well as related topics which are likely to be useful to the registered members of the website, e.g Higher education administration; management; research; leadership; mentoring; sexual harassment; stress management; etc.

You can **browse** or **search** in this section. You could do an author search to see what the bibliography has listed by a particular author e.g. Chhaya Datar. For this, you need to type in Datar in the box near Author and press the enter key. To see the full details of a book/article/ thesis, please click on its title.

Alternatively you could try to **search by topics**. For that **you can pull down the list of keywords (by clicking on the downward arrow on the right of the box) and click on a keyword which may interest you**, e.g. Career Success. Then you **click on Go**, and you will get a list of items on that topic.

- ➔ **The Digital Library.** At present this contains a small selection of full-text articles. It has its own bibliography (similar in structure to the **Bibliography of Resource Materials**). You can Browse or Search in this section in the same way as in the Bibliography of Resource Materials. But here, in addition, you will see a file-name for each item, and **when you click on the file-name, the full text of the article will open.**
- ➔ **Persons.** At present, this section contains the information available with us about the Members of the National Co-ordinating Committee, Trainers and Participants of workshops conducted under this UGC Scheme. This section is constantly being updated and it is aimed that it will include information about all the people who have participated in at least one Workshop under the UGC Programme on Capacity Building of Women Managers in Higher Education. This section is open only to registered members, so you will need to log in to access this section.



We request you to check your details in this section and Add or Edit information as required. If you do not find any entry for yourself, please click on **Add New Person's Details**, put in your details and click on Submit. If you would like to correct or update the existing information about you, please open your record, click on **Edit Information**, enter the required information in the form that appears, and finally **click on Submit**. The information will appear on the website after the webmaster uploads it.

To search for information about anyone, or to check out the details about you, please click on **Search**, and **key in either the first name or the surname** in the Search by Name box and then click on Go. Then click on the name (which appears in blue) to see the full details.

➔ The **Calendar of Events**. This lists the **Past Events**, and also gives information about forthcoming events.



We request your assistance in completing the data on Past Events. Please check if the workshops conducted/attended by you are listed. If not, please send us the details.

There is also a section on **Forthcoming Events** which lists the workshops that are soon to be conducted, where each workshop is to be held, the name and contact details of the Local Co-ordinator along with the area of coverage. If you know anyone who is interested in participating in a forthcoming SAM, ToTs or MSEM Workshop, please ask them to contact the Local Co-ordinator for details and for registration.



The website also provides Information about **Women's Studies Centres/Departments** in Universities all over India. We request your assistance in completing this data. If you are the Director or Head or a Faculty Member at any Centre/Department of Women's Studies, or there is a UGC supported centre in your institution, please check if the Centre/Dept. is listed. If not, please send us the details.



The Bulletin Board is where you see announcements of workshops, brief reports of recent workshops, information about other interesting events and any other information which would be of interest to women managers in higher education. If you would like to share some information, please send it to us and we will put it up on the Bulletin Board if it fits within the scope. We also have a Google Group for sharing information (Please see below)




Your Space is a section where you can share your reactions and feelings about the UGC Programme on Capacity Building of Women Managers in Higher Education and related matters. You can share your experiences by filling in the information in the form provided and submitting it. To read about the experiences of others, please click on 'View Experiences' in the top right hand corner of the page on "Your Space".




Special News about our members' distinguished achievements is put up on the Home page. Please see it in the lower section of the middle column of the Home page

We also have **The Directory of Master Trainers and Trainer Associates; Details of the UGC Programme on Capacity Building of Women Managers in Higher Education; A link to the UGC Website; SAM, ToTs & MSEM Kits (for restricted access)**

 We would like this to be an **interactive website** where the members also contribute information. In each section there is a facility for registered members to put in new information.

For example, in the **Bibliography of Resource Materials**, you could submit the details of some item which you feel should be added to the bibliography. You have to click on Add New item and then fill in the details in the format provided and click on Submit. The item will be uploaded after approval by the webmaster.

 In the **Persons, Calendar of Events and Women's Studies Centres sections** we request your help to complete the data as described above.



GOOGLE GROUP



We have formed a Google Group of everyone associated with the UGC Programme on Capacity Building of Women Managers in Higher Education. The group aims to promote active interaction and information sharing among members all over the country. If you have not yet been included in the group and would like to join, please email nidcell@gmail.com

In case you have any queries or problems about the website or the Google group, please contact:

Dr. (Mrs.) Perin V. Marolia,
Co-ordinator,
Networking and Information Dissemination Cell
On nidcell@gmail.com

July 2011