



**Malaviya Mission Teacher Training Centre
Shri Ram College of Commerce
University of Delhi**

In collaboration with
IQAC, SRCC

Organizes

1st ONLINE SHORT TERM PROGRAMME

“Empowering Non-Teaching Staff for Institutional Excellence”

FOR

Non-Teaching Staff

Live Online Sessions || Online Assessment || Online Certificates
Session I & II: 9:30 AM- 12:45 PM | Session III & IV: 1:30 PM- 4:45 PM

October 23-29, 2024

Registration Closes: October 22, 2024

No Registration Fee | Letter Of Approval Mandatory

Eligibility:

Non-Teaching Staff Members in Central, State, Deemed to be Universities, Private Universities, Institutions of National Importance, Colleges and other HEIs.

Register at:

<https://forms.gle/7UiTBRfUfMB5Lidu9>

or Scan the QR Code

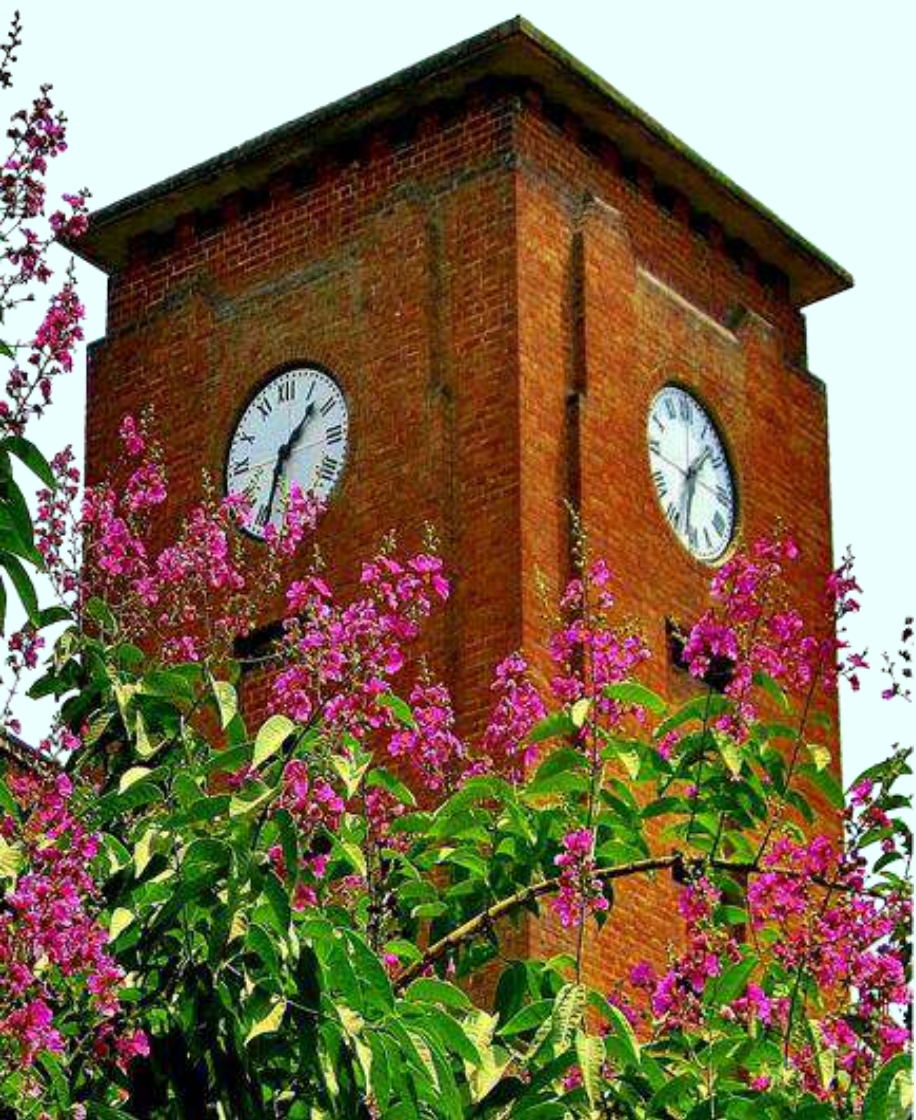


**MALAVIYA MISSION
TEACHER
TRAINING PROGRAMME**

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1st Online Short-Term Programme for Non-Teaching Staff

on

"Empowering Non-Teaching Staff for Institutional Excellence"

Online Mode

From Wednesday, October 23, 2024 to Tuesday, October 29, 2024

Organised by

The Malaviya Mission Teacher Training Centre, Shri Ram College of Commerce
(MMTTC, SRCC)

in collaboration with

The Internal Quality Assurance Cell, SRCC (IQAC, SRCC)

Important Dates

Registration Opens:	Thursday, October 16, 2024
Registration Closes:	Tuesday, October 22, 2024 at 2:00 PM
Confirmation of Participation:	Tuesday, October 22, 2024 by 7:00 PM
Programme Commences:	Wednesday, October 23, 2024

Programme Duration and Timings

The Online Short Term Programme is for six (6) days from Monday to Saturday.
Each day will have four sessions as follows:

Session I	9:30 AM to 11:00 AM
Session II	11:15 AM to 12:45 PM
Session III	1:30 PM to 3:00 PM
Session IV	3:15 PM to 4:45 PM

Mode

The programme will be held in Online Mode, the link of which will be sent to confirmed registrants.

Seats

The Online Short-Term Programme has limited seats to be allocated on a first come first serve basis.

Who should attend this programme?

The programme is beneficial for Non-Teaching Staff (permanent/contractual/temporary/ad-hoc) at any level (MTS/Dealing Assistant/SO/AO) serving in any HEI such as Central, State, Deemed to be

Universities, Private Universities, Institutions of National Importance, Colleges and other HEIs to be university. A Letter of Approval will be required from the HEI.

Registration

Interested Applicant can apply for the Programme within the timelines at:

[LINK](#)

Registration is free of cost. However, interested applicants are required to obtain a Letter of Approval from the institution.

The Theme of the Programme

The theme of Programme is *Empowering Non-Teaching Staff for Institutional Excellence* which emphasizes the critical role that non-teaching staff play in the smooth functioning and overall success of an educational institution. The training focuses on enhancing skills, motivation, and leadership capabilities to create a more efficient, supportive, and professional work environment.

The following broad sub-themes will be covered across the sessions of the programme:

1. Higher Education Ecosystem of HEIs

Nature and Structure of Higher Education- Role of UGC, AICTE, NMC, and other professional bodies, in providing higher education - Overview: NEP 2020, Accreditation: NAAC, and NBA; Ranking Framework: NIRF. Governance Structure of Universities and Colleges in India

2. Academics

Admissions, Attendance Monitoring, Examination, Evaluation and Results - Noting and Drafting, Curriculum Development, the Pedagogy, the Assessment which includes formative and summative. - Maintenance of Registers and Records, Co-curricular activities such as social work, sports and cultural activities.

3. Establishment matters and UGC Regulations:

Recruitment Rules & Managing Recruitments, Promotion under CAS, Pay Fixation Rules - Enterprise Resource Planning - CCS & Rules: Conduct, Pension, Leave - LTC - Samarth & CU-Chayan Portal - Management: Contract, Construction, Guest House, Hostel, Maintenance etc.

Constitutional Provisions of Reservation - Guidelines for SC/ST/OBC/PWD/EX-SERVICE MEN/EWS, Mandatory committees such as ICC, Grievance redressal, Anti Ragging and SC/ST committees, Vigilance Manual - RTI Acts.

4. Psychology In Workflow

Motivation and Self-Development, Communication Skills – Work Commitment – Professional Competence – Time and Work Management – Ethics and Values, Building intrinsic motivation and cultivating a positive attitude, Stress management techniques for better work-life balance, Leadership and Teamwork.

5. Technology in Workflow

MS Office, Mail merge and Mailing, Working on Synchronous and Asynchronous Modes, Understanding personal goals and their alignment with institutional goals, Digital Governance, Handling Social Media.

6. Finance

Budgeting – Accounts – Public Finance Management System (PFMS) – Central Expenditure Authorization – Public Procurement – GeM, Building Projects – Higher Educational Financial Agency, Utilisation of Public Funds -- TA Rules – General Financial Rules – National Pension System, Record Retention Schedule, Delegation of Financial Powers.

7. Project Management

Project Proposal Management – Intellectual Property Rights - Scholarship/Fellowship Management. They can also cover the management of research projects to be undertaken by the faculty members in addition to various assignments, activities, and projects.

Inter-alia the following topics will be covered within these broad sub-themes:

1. Developing leadership qualities at all levels.
2. Effective teamwork and collaboration.
3. Communication skills for handling interactions with students, faculty, and peers.
4. Encouraging continuous learning through workshops, online courses, and certifications.
5. Email etiquette and managing online communication.
6. Time and Task Management
7. Using technology for better task execution.
8. Enhancing interpersonal skills for better service to students, faculty, and visitors.
9. Conflict resolution and dealing with difficult situations with professionalism.
10. Building a service-oriented mindset in line with institutional culture.
11. Institutional Ethics and Work Culture
12. Understanding and following the institution's code of conduct.
13. Developing a sense of ownership and responsibility towards the institution.
14. Ethical decision-making in daily work practices.
15. Familiarity with digital tools and software relevant to their work.
16. Handling institutional data securely and effectively.

17. Building career development plans to enhance skills and take on additional responsibilities.
18. Emergency response and preparedness.
19. Managing physical and mental well-being in a demanding work environment.
20. Continuous Learning and Professional Growth

This program would help non-teaching staff enhance their professional effectiveness, which in turn benefits them and their institution.

About the MMTTC, SRCC

The Malaviya Mission Teacher Training Centre, Shri Ram College of Commerce (MMTTC, SRCC) was established in 2024 under the Malaviya Mission Teacher Training Programme (MMTTP) of the Ministry of Education, Government of India for the knowledge and skills upgradation, development and progression of faculty members, administration and research scholars of Colleges and Universities. The MMTTC, SRCC will implement the ideals of Malaviya Mission Teacher Training Programme (MMTTP) which aims to implement NEP recommendations, focusing on quality teaching, equity, online education, technology use, Indian language promotion, vocational education, and multidisciplinary education. The MMTTC, SRCC will address the needs of teachers in colleges/universities as determined by the UGC through Faculty Induction Programmes (FIPs), Faculty Development Programmes (FDPs) Refresher Courses and Short-Term Programmes (STPs)

About Shri Ram College of Commerce

Shri Ram College of Commerce, or SRCC, is India's premier higher education institution in the fields of Commerce, Economics and Management. A constituent college of the prestigious University of Delhi established in 1926 by the venerable Sir Shri Ram, eminent industrialist and philanthropist, the College is the preferred destination of higher studies for students pursuing commerce, economics or management. SRCC is consistently ranked as the Number One College of Commerce in India by renowned surveys such as India Today's Best Colleges Survey, Week Hansa, Outlook ICare and the Open Magazine amongst others. SRCC was accredited with 'A+' grade in the first cycle of assessment and accreditation in 2016, and 'A++' in the second cycle in 2023 by National Assessment and Accreditation Council (NAAC).

With a Vision of being "A College of Global Choice" driven by a Mission of "Achieving and Sustaining\ excellence in teaching and research, and enriching local, national and international communities through the research, the skills of alumni, and the publishing of academic and educational materials", Shri Ram College of Commerce aims at integration of the highest standards of quality in every aspect of its institutional functioning from imparting education to development of the nation.

Over ninety years of an ever-evolving existence has enabled the College to specialise and excel extensively in the knowledge, application, value, principle, ethical, and society oriented delivery of the discipline of commerce, economics and management.

As an enlightened institution of academic excellence, the College is devoted to enlarging, enhancing and enriching the horizons of academic, professional, personal and social growth of the global academic community, and simultaneously engaging in broadening the scope of its institutional, social and, national outreach. In recent years, the College has expansively donned the role of academic institutional leadership and is enriching communities with its academic and research expertise. The College has several tie-ups and collaborations with eminent national and international institutions of higher education from countries such as USA, UK, Holland, Japan, Bhutan and Sri Lanka amongst others.

Contact Us

For any query, contact us at office.mmttc@srcc.du.ac.in

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