

### Why Attend?

- Improve your communication and leadership abilities.
- Gain essential skills to enhance productivity and efficiency.
- Understand critical university policies and financial practices.
- Strengthen your IT proficiency for better operational tasks.

### Participation

Administrative/Ministerial/Technical non-teaching staff of any University/College/Institute at any level may apply to participate in the programme.

### Registration

Registration Fee: No Fee

Link for Registration : <https://mmc.ugc.ac.in/Login/Index>

Email : [rc.mmc@isdc.ac.in](mailto:rc.mmc@isdc.ac.in)

Website : [www.mmc.isdc.ac.in](http://www.mmc.isdc.ac.in)

### About the College

Iswar Saran P.G. College, a premier constituent college of the University of Allahabad came into existence in 1970 under the aegis of Harijan Sewak Sangh. This college was founded by late Munshi Iswar Saran, a close associate of Mahatma Gandhi. The bonding and association of Late Munshi Ji with Mahatma Gandhi was so strong that he visited the campus twice which accorded the heritage significance to our institution. Later on, as a tribute to its founder, the society was renamed as Iswar Saran Ashram. UGC has granted the title of 'College with Potential for Excellence' (CPE) status to Iswar Saran PG College. The mission of the college is to disseminate knowledge, skills, values and character to the students which helps them to face ever emerging global challenges in life. Apart from the traditional courses, the college runs various certificate courses. Such courses enable the students to face challenges and concerns of the life and contribute to the society in general.

### About UGC-Malaviya Mission Teacher Training Centre

The UGC-Malaviya Mission Teacher Training Centre at Iswar Saran PG College has been established in September 2023 under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMNMTT), Ministry of Education, Govt. of India. The UGC-MMTT Centre frequently organizes training programmes to groom faculty for NEP-2020, analytical skills, communication skills, honesty, integrity, human rights, gender sensitization and commitment to social justice. The mission of this UGC-MMTT Centre is to impart comprehensive training for instilling professionalism, competency and humanism in the teachers of Higher Education.

### Mode of Course : Online (Google Meet)



For further information please contact :

Prof. Anand Shanker Singh (Centre Director) – 9415324671

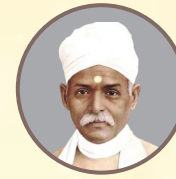
Dr. Manoj Kumar Dubey (Assistant Director) – 9839140841

Dr. Vikash Kumar (Programme Convener) – 9931604717

Dr. Satyabrat Shukla (Programme Co-Convener) – 9335313221

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# UGC-MMTT Short Term Training Programme for Non-Teaching Staff on Enhancing Skills for Professional Growth

(Online Mode)

February 28 - March 07, 2025

No Registration Fee



Organized by :

**UGC - Malaviya Mission Teacher Training Centre**

**Iswar Saran P.G. College**

(A Constituent College of Central University of Allahabad, Prayagraj)

E-mail : [mmcispgc.info@isdc.ac.in](mailto:mmcispgc.info@isdc.ac.in) Website : [www.mmc.isdc.ac.in](http://www.mmc.isdc.ac.in)

## PATRONS

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**PROF. ANAND SHANKER SINGH**  
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Programme Co-Convener  
**DR. SATYABRAT SHUKLA**  
College Librarian  
Mob.: 9335313221

### Important Dates

- Last date for online registration at UGC-MMC Portal : February 27, 2025
- The Course Duration : February 28 to March 07, 2025

### Programme Overview

A comprehensive one-week training program designed to enhance essential skills that will help non-teaching staff grow professionally, improve work efficiency, and contribute more effectively to the academic community.

This program is specifically tailored for non-teaching staff of the University and Degree Colleges, focusing on building skills that are critical for effective communication, leadership, and operational efficiency. Throughout the week, participants will engage in hands-on workshops, interactive discussions, and expert-led sessions on key topics.

### Training Modules

#### 1. Communication Skills

- Effective verbal and non-verbal communication
- Writing professional emails and reports
- Conflict resolution through communication
- Listening skills for better collaboration

#### 2. Leadership Qualities

- Understanding different leadership styles
- Building team collaboration and motivation
- Problem-solving and decision-making strategies

- Developing emotional intelligence for leadership
- Stress Management

#### 3. Establishment Matters

- Knowledge of University policies and procedures (various UGC Rules)
- Handling administrative tasks efficiently
- Understanding rules regarding Recruitment, Promotion, Leave, Medical, Pension etc.
- Time management and organizational skills
- Noting and Drafting
- RTI Act

#### 4. Financial Matters

- Basics of financial management in the university context (GFRs)
- Budgeting, financial reporting, and cost control (Budget, Accounting, Audit)
- Procurement Procedures and Payment Rules (e-Procurement and GeM)
- Drafting Tenders, Pre and Post-Tender Process
- Rules and regulations for handling university funds
- Students Fees, Scholarship related issues
- Fraud prevention and accountability

#### 5. Quality Assurance & Accreditation

- Ranking of Academic Institution
- IQAC, AISHE, NAAC, NIRF, ISO etc.
- Maintaining Quality Standards in Higher Education Institutions
- NAAC Grading system

#### 6. IT Skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Google Applications (Ex: Google Forms)
- Introduction to various University Management Systems (ex: Samarth etc)
- Cyber security and data protection practices
- Application of AI in Office
- Basic troubleshooting and tech support for daily operations

### Tentative Schedule

- Day 1: Morning: Communication Skills  
Afternoon: Leadership Qualities
- Day 2: Establishment Matters
- Day 3: Financial Matters
- Day 4: Morning: Quality Assurance  
Afternoon: IT Skills – MS-Word
- Day 5: MS-Excel in both sessions
- Day 6: Morning: MS-Powerpoint  
Afternoon: E-mail and Internet Applications (Google Forms etc.)
- Day 7: Morning: AI and Cyber Security  
Afternoon: Group Discussion, Final Evaluation & Feedback