



# Malaviya Mission Teacher Training Centre Shri Ram College Of Commerce

University of Delhi

In collaboration with

The Internal Quality Assurance Cell (IQAC), SRCC

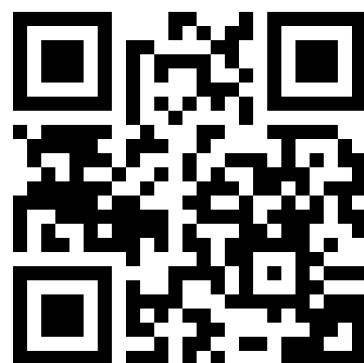
Organises

## ONE-WEEK ONLINE SHORT-TERM PROGRAMME ON OFFICE AND ADMINISTRATIVE STAFF

**Theme:** *"Enhancing Professional Competence and Personal Growth"*

9th - 14th February 2026

Registration Closes : 6th February 2026



FOR REGISTRATION &  
PARTICIPATION ➔

# 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 I Care, and the Open Magazine, amongst others. SRCC was accredited with an 'A+' grade in the first cycle of assessment and accreditation in 2016, and 'A++' in the second cycle in 2023 by the 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 research, the skills of alumni, and the publishing of academic and educational materials," Shri Ram College of Commerce aims at integrating the highest standards of quality in every aspect of its institutional functioning, from imparting education to the development of the nation.

Over ninety years of an ever-evolving existence have enabled the College to specialise and excel extensively in the knowledge, application, values, principles, ethics, and society-oriented delivery of the disciplines 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 the USA, UK, Holland, Japan, Bhutan, and Sri Lanka, amongst others.



# About the MMTTC, SRCC

The **Malaviya Mission Teacher Training Centre (MMTTC)**, **Shri Ram College of Commerce**, 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 implements the ideals of the Malaviya Mission Teacher Training Programme (MMTTP), which aims to realise the NEP 2020 recommendations, focusing on quality teaching, equity, online education, technology use, Indian language promotion, vocational education, and multidisciplinary education.

*The MMTTC, SRCC addresses the needs of teachers in colleges/universities as determined by the UGC through:*

- NEP Orientation and Sensitization Programmes (NEP O&SP)
- Faculty Induction Programmes (FIPs)
- Faculty Development Programmes (FDPs)
- Refresher Courses
- Short-Term Programmes (STPs)



## About One-week (6 days) Short-Term Programme

The Malaviya Mission Teacher Training Centre, Shri Ram College of Commerce (MMTTC, SRCC), is pleased to announce a Six-day Short-Term Training Programme (STP) titled “Enhancing Professional Competence and Personal Growth.” This programme is thoughtfully designed for the Office and Administrative Staff of colleges and universities, recognising their indispensable contribution to the effective functioning and overall success of Higher Education Institutions (HEIs). Office and administrative staff serve as the backbone of institutional operations, shaping the academic ecosystem through their dedication and interactions. Their communication style, values, and behaviour create lasting impressions on students and stakeholders, influencing the institution’s ethos. This programme acknowledges their vital role and aims to empower them with the skills and awareness necessary for excellence in their professional and personal lives.

### ***The training will emphasise the following:***

Equipping participants to collaborate effectively with students, faculty, and institutional stakeholders. Introducing tools and technologies for enhanced productivity and streamlined workflows. Fostering self-growth, emotional intelligence, and work-life balance to ensure sustained motivation and professionalism.

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- Introducing tools and technologies for enhanced productivity and streamlined workflows.
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Over six days, the programme will feature four dynamic 90-minute sessions daily, blending interactive workshops, real-world case studies, and expert-led discussions. These sessions will inspire participants to:

- Adopt a proactive, collaborative approach to institutional success.
- Develop skills aligned with the evolving demands of the education sector.
- Contribute meaningfully to the nation's educational aspirations.

This programme is more than just training; it is a transformational initiative that positions office and administrative staff as critical partners in the academic and operational excellence of their institutions. By fostering a culture of inclusivity, competence, and shared purpose, MMTTC, SRCC, aims to empower individuals to create a profound and lasting impact on their institutions and society.

## Objectives of the Programme

The STP aims to empower staff by equipping them with essential professional and personal skills to foster institutional excellence. It seeks to recognise their pivotal role in ensuring the operational and academic success of Higher Education Institutions (HEIs) while enhancing their competence with contemporary tools, technologies, and strategies to improve productivity and streamline workflows.

The programme emphasises fostering collaboration with students, faculty, and stakeholders to create a harmonious and efficient academic environment. Additionally, it focuses on cultivating self-awareness, emotional intelligence, and work-life balance to ensure sustained motivation, professionalism, and well-being. By instilling a strong sense of ethics, values, and responsibility, the initiative contributes to a positive institutional ethos and societal impact.



# Concept Note

Office and administrative staff play a vital role in ensuring the smooth academic and administrative functioning of Higher Education Institutions (HEIs). Their efficiency, positivity, and constructive approach significantly influence institutional success, student experience, and overall excellence. Recognising their indispensable contribution, this One-Week Online Short-Term Programme is designed to enhance both their professional competence and personal well-being.

The programme will equip participants with essential skills relevant to modern academic environments, including communication, digital proficiency, records management, and effective coordination with students and faculty. It will also introduce contemporary tools and practices that improve productivity and streamline routine workflows.

Alongside professional training, the programme focuses on personal development through sessions on emotional intelligence, self-awareness, stress management, and work-life balance. Emphasis on ethics, accountability, and responsible conduct will further strengthen a positive institutional culture.

Overall, the programme aims to empower office and administrative staff to perform with greater confidence, efficiency, and professionalism, contributing to a harmonious and student-friendly learning ecosystem.





# Broad Themes of the Programme

<ul style="list-style-type: none"><li>• Professionalism, Ethics, and Values</li></ul>	<ul style="list-style-type: none"><li>• Women Empowerment and Gender Sensitivity, POSH and Workplace Safety</li></ul>
<ul style="list-style-type: none"><li>• Inclusivity and Social Responsibility</li></ul>	<ul style="list-style-type: none"><li>• Financial Procedures and Tax Compliance</li></ul>
<ul style="list-style-type: none"><li>• Work-Life Balance and Stress Management</li></ul>	<ul style="list-style-type: none"><li>• Government Policies and Institutional Guidelines</li></ul>
<ul style="list-style-type: none"><li>• Time Management and Productivity Tools</li></ul>	<ul style="list-style-type: none"><li>• Leadership and Conflict Resolution</li></ul>
<ul style="list-style-type: none"><li>• Use of AI for Office Management and Administrative Best Practices</li></ul>	<ul style="list-style-type: none"><li>• Personal Development and Goal Setting</li></ul>
<ul style="list-style-type: none"><li>• Effective Communication Skills</li></ul>	<ul style="list-style-type: none"><li>• Technical Proficiency in MS Office</li></ul>
<ul style="list-style-type: none"><li>• Human Rights and Ethical Practices</li></ul>	<ul style="list-style-type: none"><li>• Life Skills and Digital Empowerment</li></ul>

# Structure of the Programme

The 6-day programme, with four interactive 90-minute Live Sessions each day, is designed to equip educators with practical legal knowledge and collaborative skills. **The sessions will include:**

- Simplified explanations for better understanding.
- Expert-led discussions.
- Real-world case studies and practical examples.
- Hands on Training.

## Important Guidelines

This is an online programme. Only participants with reliable digital infrastructure, a functional device with a working camera, and a stable internet connection should join.

### **Please remember the principle:**

“Camera On – Learning On, Camera Off – Learning Off.”

Participants who do not have the required digital access are encouraged to opt for the offline programmes.





## Mode and Delivery of the Programme

The STP will be conducted online over **six days, from 9 February 2025 to 14 February 2025**. Each day will feature four online Live sessions, each lasting **90 minutes**, amounting to a total of six hours of learning per day. Participants are required to attend the programme using a computer with a stable internet connection to ensure seamless participation.

The programme will be held through **live online sessions**, and **100% attendance** is mandatory for successful completion. Participants are required to join all sessions on time and remain connected throughout.

***Before applying, participants must ensure that they have:***

- A stable internet connection, and
- Access to a desktop or laptop with audio–video capability.

For an optimal learning experience, the use of **mobile phones is strongly discouraged**.

# Intended Outcomes of the 6-Day STP

**After completing the programme, participants will be able to:**

- Enhance their professional competence by using modern administrative tools, technologies, and best practices to improve efficiency and productivity.
- Strengthen communication and coordination skills, enabling smoother interaction with students, faculty, and stakeholders in daily institutional functioning.
- Improve record management and digital proficiency, ensuring accuracy, transparency, and timely administrative processes.
- Develop personal effectiveness through increased self-awareness, emotional intelligence, and better stress and time management skills.
- Uphold ethical values and accountability, contributing to a positive, responsible, and service-oriented institutional culture.
- Promote a supportive and student-friendly work environment by fostering collaboration, courtesy, and professionalism.

## Programme Timings (Tentative)

The programme will be conducted from 9:00 AM to 4:30 PM on all 6 days, from its commencement to completion, with a structured schedule designed to balance learning, interaction, and reflection. The tentative timing for each session is as follows:

Session I	9:00 AM – 10:30 AM
Session II	10:30 AM – 12:00 PM
Session III	1:00 PM – 2:30 PM
Session IV	2:30 PM – 4:00 PM

A one-hour lunch break will be provided from 12:00 PM to 1:00 PM to allow participants to refresh and prepare for the afternoon sessions. Participants are encouraged to log in at least 10 minutes before the start of each session to ensure timely commencement and avoid disruptions.

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# Who Can Apply for the STP & How to Apply for the Programme

This Short-Term Training Programme is open to **Office and Administrative Staff** working in Higher Education Institutions (HEIs), including Central, State, Deemed, and Private Universities, as well as Colleges.

To apply, participants must obtain a **No Objection Certificate (NOC)** from the Head of their Institution on official letterhead, clearly stating that **Duty Leave for all 6 days** of the programme has been sanctioned (format attached). Please note that Duty Leave is mandatory for all applicants.

*After securing the NOC, participants may complete their registration through the following link:*

**Register via Portal:** <https://mmc.ugc.ac.in/RFS/Index>

**Register via MMTTC\_SRCC Website:** <https://www.mmttcsrcc.in/>

- Participants must regularly check their email for all updates and further instructions related to the programme.
- They are also advised to follow the official social media platforms of MMTTC, SRCC for timely announcements.
- Successful participants will receive a completion certificate, which will be valid for meeting the requirements under the **Career Advancement Scheme (CAS)** as per UGC regulations.



# Requisites for Completion of the STP

- **Attendance** in all sessions is mandatory.
- **Assessments** will be conducted as per UGC guidelines, and all submissions must be made within the stipulated timeline.
- Session-wise **feedback** must be submitted by each participant.
- Successful completion of the assessment is compulsory to receive the certificate.

A Certificate of Completion will be issued only to those who have 100% attendance for the programme and have met the assessment parameters.

**For the latest updates, follow MMTTC, SRCC, on our official social media platforms & on website:**

- Twitter: [@MMTTCSRCC](#)
- Facebook: [UGC MMTTC SRCC](#)
- Instagram: [mmttcsrccofficial](#)
- LinkedIn: [UGC MMTTC SRCC](#)
- Telegram: [MMTTC SRCC Official](#)
- YouTube Channel : [@MMTTTCRCC](#)
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Join MMTTC, SRCC at :

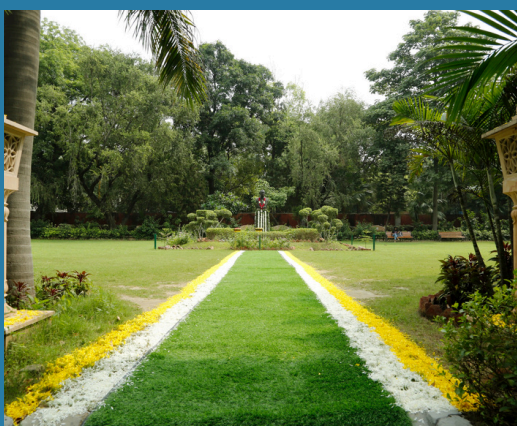


**Stay connected for timely notifications and announcements.**



# Some Important Points

- There is no registration fee for the programme.
- No Objection Certificate (NOC) is mandatory.
- The programme will be conducted in online mode.
- **Limited Seats:** First-Come, First-Serve.
- Post successful registration, a confirmation email will be sent to selected participants. Participants are required to carefully follow the programme guidelines sent by MMTTC, SRCC through email.
- **Closing of Registration: 6th February, 2026**
- **Commencement of Programme: 9th February, 2026**



For any query, contact us at  [office.mmttc@srcc.du.ac.in](mailto:office.mmttc@srcc.du.ac.in)



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