

## 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 :

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सत्यमेव जयते



ज्ञान-विज्ञान विमुक्तये

# UGC-MMTTC Short-Term Training Programme for Non-Teaching Employee on Advance Office Computer Applications

(Online Mode)

**October 10-20, 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)  
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## PATRONS

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## Important Dates

- **Last date for online registration at UGC-MMC Portal : October 09, 2025**
- **The Course Duration : October 10-20, 2025**

### Programme Overview

The "Short-Term Training Programme on Advanced Office Computer Applications" is specifically designed to enhance the digital proficiency of non-teaching employees. In today's rapidly evolving administrative environment, the ability to efficiently use advanced computer applications is essential for improved office management, record-keeping, communication, and data processing. This training programme aims to bridge the digital skill gap and empower participants with practical knowledge of the latest office technologies.

The course will cover a wide range of topics, including advanced features of Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), effective file management, cloud-based collaboration tools (Google Workspace), and basic data analysis techniques. Participants will also be introduced to cybersecurity practices, digital documentation standards, and automation tools that can streamline daily administrative tasks. Special emphasis will be placed on hands-on learning through guided exercises, real-world case studies, and interactive sessions.

By the end of the programme, participants will be able to manage documents more efficiently, handle large datasets, create impactful presentations, and collaborate seamlessly in digital environments. The training is structured to be accessible to employees from diverse departments, regardless of their previous experience with technology. Through this initiative, we aim to foster a more efficient, tech-savvy, and future-ready administrative workforce.

## Training Modules

### Day 1: Digital Foundations & File Management

#### Session 1

- Introduction to Advanced Office Tools
- Understanding Cloud vs Local Storage
- File and Folder Organization Techniques

#### Session 2

- Introduction to Google Drive & OneDrive
- Creating and Sharing Documents Securely

### Day 2: MS Word – Advanced Document Processing

#### Session 1

- Using Styles, Headers, Footers, and Sections
- Table of Contents, References, and Footnotes

#### Session 2

- Mail Merge for Notices & Circulars
- Templates for Official Letters & Memos

### Day 3: MS Excel – Data Management & Analysis

#### Session 1

- Advanced Formulas (IF, VLOOKUP, COUNTIF, SUMIF)
- Data Validation and Conditional Formatting
- Sorting, Filtering, and Data Cleaning

#### Session 2:

- Creating Charts, Pivot Tables, and Dashboards
- Excel for Leave Records, Asset Management, Attendance

### Day 4: MS PowerPoint & Google Slides for Office Presentations

#### Session 1

- Designing Professional Slides
- Using Transitions, Animations, and Master Slides

#### Session 2:

- Presenting Departmental Reports & Proposals
- Hands-on: Create a 5-slide departmental presentation

### Day 5: Office Communication & Collaboration Tools

#### Session 1

- Gmail, Outlook – Features & Etiquette
- Google Calendar & Meeting Scheduler

#### Session 2

- Microsoft Teams / Zoom Essentials
- File Sharing, Notes, and Collaborative Workspaces

### Day 6: Cyber Hygiene, Data Security & e-Office Applications

#### Session 1

- Basics of Cybersecurity & Data Protection
- Strong Passwords, Phishing, and Safe Browsing

#### Session 2

- Introduction to e-Office (File Tracking, Noting, eHRMS if applicable)
- Feedback, Q&A, and Valedictory Session