

Capacity Building for Administrative Staff To be organised by IIT, Madras

Introduction

IIT Madras is announcing the online Capacity Building Program for Administrative Staff from across government institutions. The initiative is designed to enhance the professional expertise of the administrative staff while also equipping them with essential soft skills to manage their personal and professional lives better. The program is conceptualized under the aegis of the *Malaviya Mission Teacher Training Programme* and executed by the Indian Institute of Technology, Madras.

The aim of the initiative is to enhance the overall capacity of the administrative staff of government institutions by offering greater insight into the mechanisms in the various administrative roles, and fostering greater awareness regarding the rules and regulations. Through targeted sessions, participants will develop skills to boost productivity, while also engaging in personal development topics that directly enhance their professional effectiveness. Additionally, the program will provide valuable insights into career advancement and future growth opportunities, making it a comprehensive platform for holistic development.

Program Details:

☒ It will be a 5-day online **Capacity Building** Program for administrative staff from various government institutions.

☒ **Background & Scope** –The program will include modules tailored to address the diverse needs of administrative staff in government institutions. These include (i) an in-depth exploration of administrative mechanisms and operational frameworks to enhance role-specific expertise, (ii) training on rules, regulations, and productivity enhancement strategies for improved workplace efficiency, and (iii) sessions on personal development, career growth, and future opportunities, fostering a holistic approach to professional and personal advancement.

☒ Total number of participants will be **100 per batch**, and a total of **9 batches** will be provided with these training sessions.

Time slots:

Forenoon Sessions: 2 sessions between 10:00 am –12:30 pm

Afternoon Sessions: 2 sessions between 2:00 pm –4:30 pm

☒ **Rationale for choosing the topics**-The selected areas address critical aspects of administrative excellence by bridging knowledge gaps in operational mechanisms and regulatory frameworks, ensuring staff are well-equipped to meet institutional demands. Emphasis on productivity and personal development fosters a balanced approach to enhancing efficiency and individual growth. Together, these focus areas align with the evolving needs of modern governance, enabling sustained professional impact.

☒ The program will be offered in 9 batches, each batch lasting for a duration of 5 days. The first batch is tentatively scheduled to begin on Feb 10, 2025 and the last batch on October 6, 2025.

☒ Kindly register for the program through the Malaviya Mission portal (<https://mmc.ugc.ac.in/>).

CAPACITY BUILDING PROGRAM CALENDAR

Batch #	Name of the training program	Dates	Number of Participants
1	Capacity Building for Administrative staff by Malaviya Mission	Feb 10, 2025 – Feb 14, 2025	100
2	Capacity Building for Administrative staff by Malaviya Mission	Mar 3, 2025 – Mar 7, 2025	100
3	Capacity Building for Administrative staff by Malaviya Mission	April 21, 2025 – Apr 25, 2025	100
4	Capacity Building for Administrative staff by Malaviya Mission	May 5, 2025 – May 9, 2025	100
5	Capacity Building for Administrative staff by Malaviya Mission	June 9, 2025 – June 13, 2025	100
6	Capacity Building for Administrative staff by Malaviya Mission	July 7, 2025 – July 11, 2025	100
7	Capacity Building for Administrative staff by Malaviya Mission	Aug 4, 2025 – Aug 8, 2025	100
8	Capacity Building for Administrative staff by Malaviya Mission	Sept 8, 2025 – Sept 12, 2025	100
9	Capacity Building for Administrative staff by Malaviya Mission	Oct 6, 2025 – Oct 10, 2025	100