

Malaviya Mission Teacher Training Centre | Coimbatore Institute of Technology organizes

3-DAY · OFFLINE · SHORT-TERM PROGRAMME

✓ NO REGISTRATION FEE

Essential Computer Skills & Digital Workspace Applications

A hands-on training programme for Non-Teaching Staff of Higher Education Institutions — building everyday computing, cloud, internet and AI-tool confidence for the modern workplace.



DATE
Sept 25–27, 2026



TIME
9:30 AM – 5:00 PM



MODE
Offline



VENUE
MMTTC, CIT
Coimbatore

Who Can Attend

Non-Teaching Staff from Higher Education Institutions working anywhere in India are eligible to attend. Resource persons are **renowned experts from industry**.

Programme Focus

- Computer hardware, operating systems & peripherals
- File & folder management and application software
- Internet, email navigation & search proficiency
- Cloud services, backup & mobile-PC integration
- Cybersecurity & responsible digital practices
- Effective use of AI tools for daily office tasks
- Home/office networking to share files & printers
- Basic PC troubleshooting

Participant Guidelines

- No registration fee · seats limited to 50 participants
- Selection confirmed via e-mail to shortlisted candidates
- Refreshments & working lunch included
- Accommodation available on early request
- Travel expenses are the participant's responsibility
- Principal-authorised NOC submission is mandatory
- Certificate issued only on full participation & assessment

Institute Administration

- Mr. R. Santossh** — Chairman / Correspondent
- Dr. A. Rajeswari** — Principal

CONTACT DETAILS

- Dr. V. Manikandan — Course Coordinator, MMTP
- Email: mmtc2024@cit.edu.in

50

Seats
Only

3

Days,
Hands-on

₹0

Registration
Fee



Certificate
on Completion



Lunch &
Refreshments

Scan & Register Now

Tap or scan the QR code with your phone camera to open the Google Form and reserve your seat — it only takes a minute. Official registration is also listed on the UGC MMTTC portal.

forms.gle/ZvVNBdsDvufSzc6P7

www.mmc.ugc.ac.in — UGC MMTTC Portal



SCAN TO
REGISTER

REACH US FOR QUERIES

✉ mmtc2024@cit.edu.in

☎ Mrs. Sangeetha Senthil — 96291 25333

☎ Mr. Selvaganapathi — 83009 10473

Malaviya Mission Teacher Training Centre, Coimbatore Institute of Technology, Coimbatore – 641014



SCAN FOR LOCATION

CIT Campus, Coimbatore – 641014

Tap the code to open directions on Google Maps.