



## STAFF DEVELOPMENT PROGRAM

on

### “ENHANCING PROFESSIONAL COMPETENCE OF ADMINISTRATIVE AND TECHNICAL STAFF IN HIGHER EDUCATION”

Organized by

**AIU-MSRUAS-AADC**

in Collaboration with

**CENTER FOR PROFESSIONAL DEVELOPMENT**

Topics (Selective):

1. Aspiration Management
2. Professional Administrative Skills & Office Management
3. Workplace Ethics
4. Digital Proficiency
5. IT and Language Proficiency
6. Professional Etiquette & Guest Handling

TO REGISTER



Scan the QR Code  
to Register



Date: 9<sup>th</sup>–14<sup>th</sup> March  
16<sup>th</sup>–18<sup>th</sup> March and  
20<sup>th</sup> March 2026

**(10 DAYS)**



Time: 2.00–5.30pm



Mode: Online Only

For any enquiries contact:

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Amount Payable:

**₹ 1000/-**



Mode: Online Only