

OBJECTIVES AND COURSE CONTENT OF SHORT TERM COURSES

Title of the Course	Enhancing Performance of Staff
Operational Plan No	EEM-6 (pedagogy)
Course Objectives	The course aims at equipping the staff (both technical and non-teaching) with basic understanding of self-motivation, communication, interpersonal relations, attitudes and values and time management as well as use of technology at work place, and understanding of maintenance of records and service & financial rules.
Course Contents	Communication at workplace, Self motivation, Computers and internet, Interpersonal relations, Attitudes and values, Filing and maintenance of records, Accounts – rules & procedures, Time management, Conflict management, Yoga and meditation for stress management.
Course Coordinators	Er. Amandeep Kaur, Assistant Professor (amandeep@nittrchd.ac.in), 0172-2759776