



## National Productivity Council

# Training Programme on Personal & Organisational Cyber Security Essentials

(Safeguard your Funds, Future & Reputation)

23<sup>rd</sup> to 27<sup>th</sup>

June 2025

**(Srinagar)**



## **1. ABOUT NPC**

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

## **2. PROGRAMME THEME**

This training program is designed to equip participants & Organisations with critical skills to safeguard their digital presence. Covering a wide range of topics, it provides insights into the latest cyber threats and effective measures to protect devices and personal information. Participants will learn to create robust passwords, practice safe browsing, and maintain privacy on social media. The program also delves into secure email practices, data protection techniques, and the implementation of advanced security measures. With up-to-date knowledge on emerging threats, attendees will be well-prepared to navigate the evolving cyber landscape confidently.

## **3. LEARNING OBJECTIVES**

- Empowering participants & their Organisations against digital threats with focuses on fortifying Funds, Future & reputation.
- Tools to safeguard their online identities, financial transactions, and sensitive data.
- Emphasizing on threat awareness, secure browsing habits.
- To navigate the digital landscape confidently and responsibly, ensuring their information remains protected from cyber threats.

## **4. BROAD PROGRAMME COVERAGE**

*The following topics shall be covered during the training.*

- Introduction to Cyber Security
- Threat Landscape & Securing Devices
- Password Management & Secure Browsing Habits
- Social Media and Online Privacy
- Email Security, Data Backup and Encryption
- Two-Factor Authentication (2FA)
- Emerging Threats and Trends
- Q&A Session

## **5. METHODOLOGY**

The methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

## 6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Central and State PSUs, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, Banks, Corporations, Universities, Academic Institutions, Labor Unions/Associations.

## 7. FACULTY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

## 8. PROGRAMME FEE & VENUE

|                                     |   |   |
|-------------------------------------|---|---|
| <b>Programme Code</b>               | T2526GNR02  |   |
| <b>Program Venue</b>                | Srinagar  |   |
| <b>Programme Fee</b>                | Residential Participants<br>₹ 65,000/- + 18% GST  | Non-Residential Participants<br>₹ 50,000 /- + 18% GST |
| <b>For Residential Participants</b> | Check-in at hotel – 23 <sup>rd</sup> June 2025 (12:00 PM)<br>Check-out from Hotel – 27 <sup>th</sup> June 2025 (09:00 AM) |   |

## 9. PAYMENT DETAILS

- **ECS Payment Details:** State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 24AAATN0402F1Z

*As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.*

## 10. HOW TO APPLY

- *Nominations may be sent to the following address/email:*

**Training Program Coordinator:**

Vikas Meena, Deputy Director,

Mob: 8866943946, Email: vikas.meena@npcindia.gov.in

**Address:**

National Productivity Council

Regional Directorate, Gandhinagar

E-5, GIDC Electronic Estate, Sec 26 GIDC,

Gandhinagar, Gujarat – 382 028

- *Last date for Receiving of nominations: Two weeks before the program's scheduled date or until all seats are filled.*



NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: \_\_\_\_\_

Programme Code: \_\_\_\_\_

Programme Duration: \_\_\_\_\_ Venue/ Location: \_\_\_\_\_

Select Participation on Residential Basis  OR Non-Residential Basis

Details of Nominated Participants:

Table with 6 columns: S. No., Name of Delegate, Designation, Mobile No., Email ID, Participant Organisation Address (kindly provide full address of correspondence). Rows 1-5.

Details of Nominating Authority:

Table with 6 columns: S. No., Name of Nominating Authority, Designation, Mobile No., Email ID, Nominating Authority Organization Address (kindly provide full address of correspondence). Row 1.

Select, if Organization is GST Exempted  OR Select, if Organization is Not GST Exempted

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)
As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.
List of conditions for exemption.
\*I certify that the above information is correct
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) \_\_\_\_\_
(Kindly provide the GST number of organisation on which GST Invoice to be raised)
Organisation PAN No. (Optional) \_\_\_\_\_
Organisation TAN No. (Mandatory on TDS deduction) \_\_\_\_\_

DECLARATION

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

## 10. GENERAL INSTRUCTIONS

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s).
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program.
- The fee once deposited is non-refundable, however, substitutions are allowed.
- In the event of unforeseen circumstances leading to the cancellation of the training program, NPC shall not be responsible for any associated charges.
- NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program. NPC shall not be held liable for personal expenses, including but not limited to portage, theft, accidents, health expenses, etc.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- Early check-in and late check-out are subject to the availability at hotel. Hotels are subject to change based on availability.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.