

Seventh 4 Week Training Programme

Four week Online Training Programme
On
EDUCATIONAL ADMINISTRATION

February 14, 2022 to March 13, 2022

*for Administrative Officers
of Universities/ Central Institutions*



Organized by

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
AMARKANTAK, M.P

(Approval of EC vide ECR No. 9/46/604 dated 14/03/2021)

ABOUT TRAINING PROGRAMME

Administrative leadership in the University system is pivotal which serves the University as a whole. Administrative positions at senior level are vested with the responsibility, whether derived by Act, Statute and Ordinance for ensuring that the institution and its members fulfill their educational, social and ethical mandates meticulously. Administrative officers are respected for their judgment, institutional knowledge and predictive powers. Such individuals are usually drawn into the institutional structure through appointment to senior administrative positions.

Historically, the role of the administrators has tended to focus on the responsibility in functional areas such as administration, finance, planning, student welfare, and reporting. Some of the important skills required for an Administrator can be identified as leadership qualities, communication skills, human resource management, financial management etc. In this fast changing globalized and connected era, it has become imperative for all Administrative Officers to upgrade their knowledge and skills on a regular basis to achieve the objectives of their Institutions and contribute to the national development goals, apart from personal excellence through e-learning.

In this background, with an aim to mentor and provide updated knowledge on such domains, this online training programme is designed for administrative Officers of the Universities and centrally funded Higher Education Institutes. This paves the way for continuous improvement in management and administration to prepare the administrative Officers to act as icons of the knowledge driven economy with a strategic vision in the backdrop of ambitious NEP 2020.

Mode of content delivery has been kept online for ensuring smooth functioning of nationally important institutions, and simultaneously training their manpower in a cost effective manner. Also, providing an opportunity for the administrative fraternity during the challenges thrown by COVID-19 pandemic.

- **PARTICIPATION**

- Senior Administrative Officers (All cadres) including Deputy Registrars/ Assistant Registrars / Section Officers or equivalent Officers working in the Universities / Institutes (fully funded by the Central/State Government) may attend this 4 week online training programme.
- **The Batch size shall be restricted to 100.** Strictly no Spot admission or offline admission will be entertained.
- The online Registration for participants from other Universities/ Institute first-come- first-serve shall be the criteria of selection.

- **PROGRAMME DATES**

- The Programme is scheduled from 14th February 2022 to 13th March, 2022.
- There shall be two Sessions per day. Morning session: 11.00 AM to 1.00 PM and afternoon session: 3.00PM to 5.00 PM. (Online Mode)

- **REGISTRATION**

- All participants have to register online for the programme from **21th January, 2022 to 10th February, 2022.**
- The registration fee for the online training programme is Rs. 9000/- (Rupees Nine Thousand only) for each participant.
- The candidate has to follow the registration link on University website to register themselves for the programme.
- The registration fee once paid is not refundable.
- Certificate will be issued to the participants on successful completion of the training programme as per the schedule and submission of 4 reports on all the sessions attended (7 days interval).
- For any clarification, the candidate may send e-mail to admintrg@igntu.ac.in
- All communication to the participants shall be made via email.

The IGNTU-Team

Behind the Capacity Building Initiative

- **PATRON**

Prof. Shri Prakash Mani Tripathi
Hon'ble Vice-Chancellor
IGNTU, Amarkantak

- **ADVISORS**

- Prof. Alok Shrotriya, Dean (Academic), IGNTU
- Prof. NSHN Moorthy, CoE (I/C), IGNTU
- Dr. A. Jena, FO, IGNTU

- **PROGRAMME COORDINATOR**

Sh. P. Siluvainathan
Registrar, IGNTU

- **JOINT COORDINATORS**

- Mrs. Sunita Lalparmawi Varte, Deputy Registrar, RCM, IGNTU
- Mrs. Pooja Tiwari, Deputy Registrar, IGNTU
- Mr. Girijesh Kumar, Assistant Registrar, IGNTU
- Mr. Joseph Lalremruot, Assistant Registrar, RCM, IGNTU
- Dr. Aditya Srivastava, Assistant Registrar, IGNTU

- **ORGANIZING COMMITTEE**

- Mr. Arvind Gautam, System Analyst, IGNTU
- Mr. Rakesh Kumar Turkel, Section Officer, IGNTU
- Mr. Rohit Raghuvanshi, Assistant IGNTU

- **TECHNICAL SUPPORT**

- Mr. Vinod Verma, IGNTU
- Mr. Bhaskar Kumar Varma
- Mr. Gaurav Singh, IGNTU

- **TOPICS TO BE COVERED**

In-depth training Sessions on the following (but not limited to):

- ❖ UGC Regulations
- ❖ Reservation policy, preparation of roster and SC/ST/OBC/PWD/EWS guidelines
- ❖ FRSR, CCS(Conduct) Rules, 1964 and CCS (CCA) Rules and Vigilance Manual
- ❖ Public Procurement and GeM
- ❖ Research Projects Management
- ❖ Admissions, Examinations and evaluation with the use of ICT
- ❖ RTI, IT Act & Cyber Security
- ❖ Preparation of Budget; Annual Accounts; Management of Tax, GST & Service Tax and Contract management, HEFA
- ❖ NIRF, NAAC, IQAC
- ❖ Time Management, Work-life Balance and Health & Wellness
- ❖ Official Language Policy - GoI

Resource persons/Officers having expertise on the above topics from leading Universities/ Govt. organizations shall provide training / deliver lecture during the online training programme.

- **ADDRESS FOR COMMUNICATION**

Name: Sh. P. Siluvainathan

Designation: Registrar

Address: Indira Gandhi National Tribal University, Amarkantak, M.P. 484887

Contact No. +91 9449052052

e-mail ID: admintrg@igntu.ac.in

Registration

Registration for the programme is through online mode only. It's the participants responsibility to permission from their office/employer and also agree to attend all the sessions of the training programme. Submission of 4 reports is mandatory for award of certificate of completion. In case of unauthorized absence, certificate may not be issued to the Participants.

Co-Ordinator

Note: Fee once paid will not be refunded under any circumstance.