

Fifth Training Programme

Four week Online Training Programme
On
EDUCATIONAL ADMINISTRATION

January 18 , 2021 to February 16, 2021

*for Administrative Officers
of Universities/ Central Institutions*



Organized by

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
AMARKANTAK, M.P

- **ABOUT TRAINING PROGRAMME**

Administrative leadership in the University system is the force which guides the University as a whole. Administrative positions at senior level are vested with the responsibility, whether derived by statute, charter or articles of incorporation, for ensuring that the institution and its members fulfill their educational, social and ethical mandates. Administrative leaders 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 the University as well as personal excellence through e-learning.

In this background, with an aim to provide updated knowledge on such domains, this online training programme is designed for administrative Officers of the Universities and centrally funded 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.

- **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 250 participants only. 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 18 January, 2021 to 16 February, 2021.
- There shall be two Sessions per day. Morning session will start at 11.00AM and afternoon session will start at 3.00PM.

- **REGISTRATION**

- All participants have to register online for the programme from **5th January, 2021 to 14th January , 2021**.
- The registration fee for the online training programme is Rs. 7500/- (Rupees seven thousand five hundred only) for each participant.
- The candidate has to follow the registration link on University website to register themselves for the programme.
- The registration fee is not refundable.
- E-Certificate only shall be provided to the participants on successful completion of the training programme as per the schedule. Undertaking to attend the programme for the complete duration need to be furnished duly forwarded by the Head of the Department / Institution. Video attendance is mandatory.
- For any clarification, the candidate may send e-mail to registrar@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

- **PROGRAMME COORDINATOR**

Sh. P. Siluvainathan
Registrar, IGNTU

- **JOINT COORDINATORS**

- CMA A. Jena, Finance Officer, IGNTU
- Dr. S.D. Tripathi, OSD to VC, IGNTU

- **ORGANIZING COMMITTEE**

- Sh. RP Singh Parihar, Dy. Registrar, IGNTU
- Mr. Arvind Gautam, System Analyst, IGNTU
- Mr. Girijesh Kumar, Assistant Registrar, IGNTU

- **TOPICS TO BE COVERED**

Educational administration including:

- ❖ FRSR, CCS(Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 including GFR-2017 and Vigilance Manual
- ❖ Reservation policy, preparation of roster
- ❖ SSR, NIRF, NAAC, CBCS, IQAC
- ❖ UGC Regulations
- ❖ SC/ST/OBC/PWD/EWS guidelines
- ❖ Preparation of Budget; Annual Accounts; Management of Tax, GST & Service Tax etc.
- ❖ Medical claims, GPF/NPS
- ❖ Research Projects Management
- ❖ Admissions, Examinations and evaluation issues with the use of ICT
- ❖ Public Procurement and preparation of Tender Document; Procurement through GeM; Material Management
- ❖ Time Management & Work-life Balance
- ❖ Contract management
- ❖ APAR/ACR, Leave rules
- ❖ Valuation of building projects through HEFA, depreciation
- ❖ RTI, IT Act & Cyber Security
- ❖ NEP 2020 etc.,

Resource persons/Officers having expertise on these 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: registrar@igntu.ac.in

Registration Format

1. Applicant Name: Mr./Mrs./Ms./Dr. _____
2. Designation: _____
3. Name of the Organisation: _____
4. Mobile No.: _____
5. E-mail address (Preferably Gmail) _____
6. Correspondence address: _____

7. Nominated by: _____
8. Fee Paid reference: _____
(NEFT only)

I hereby agree to attend the training programme and agree to be present with video attendance. In case of unauthorized absence, I agree that certificate may not be issued to the undersigned.

Signature

Place:

Date:

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