

Sixth Training Programme

Four week Online Training Programme
On
EDUCATIONAL ADMINISTRATION

May 20, 2021 to June 16, 2021

*for Administrative Officers
of Universities/ Central Institutions*



Organized by

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
AMARKANAK, 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 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 scrupulously. 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 the University 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 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.

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 challenging COVID-19 pandemic scenario.

- **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 150 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 20th May 2021 to 16th June, 2021.
- There shall be two Sessions per day. Morning session will start at 11.00AM and afternoon session will start at 3.00PM. (Online Mode)

- **REGISTRATION**

- All participants have to register online for the programme from **5th April, 2021 to 10th May, 2021**.
- The registration fee for the online training programme is Rs. 8000/- (Rupees eight 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.
- E-Certificate only shall be provided 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). Undertaking to attend the programme for the complete duration need to be furnished duly forwarded by the Head of the Department / Institution.
- 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. A.K. Shukla, Dean, Earth Sciences, IGNTU
- 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**

- Dr. Sanjeev Kr. Singh Sengar, Assistant Registrar, IGNTU
- Mr. Girijesh Kumar, Assistant Registrar, IGNTU

- **ORGANIZING COMMITTEE**

- Dr. Akhilesh Kr. Singh, Assistant Registrar, IGNTU
- Mr. Arvind Gautam, System Analyst, IGNTU

- **TECHNICAL SUPPORT**

- Mr. Vinod Verma, IGNTU
- Mr. Gaurav Singh, IGNTU

- **TOPICS TO BE COVERED**

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

- ❖ 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 preparation of Tender Document; GeM
- ❖ ERP & 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
- ❖ NIRF, NAAC, IQAC
- ❖ Time Management & Work-life Balance

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 Format

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

7. Nominated by: _____
8. Fee Paid reference: _____

(online payment during registration only. No separate receipt will be issued)

I hereby undertake that I have intimated my office/employer, also agree to attend the training programme and submit the reports for award of certificate of completion. In case of unauthorized absence, I understand that certificate may not be issued to the undersigned.

Signature

Place:

Date:

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