



Fourth Training Programme

7 Days Online Training Programme

On

EDUCATIONAL ADMINISTRATION

For Administrative staff (Group B & C) of the Universities/ Central Institutes

Organized by

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANAK, M.P.

From December 14, 2020 to December 20, 2020



1. ABOUT TRAINING PROGRAMME:

Well groomed and trained Administrative workforce in a University system is very vital for the development of the University. Capacity building of this crucial work force remains a key challenge. Some of the important skills fall in the domain of FR/SR, GFR, Establishment rules etc., Hence, IGNTU, Amarkantak has embarked on a crucial endeavour to train this vital work force. Utilising the challenges thrown by COVID-19 pandemic, organizing online training programme only is an option for strengthening this vital work force. Also, this paves the way for continuous improvement in management and administration to prepare University administrative staff to act as pillars of the knowledge driven economy with a strategic vision.

2. TARGET GROUP: PARTICIPATION:

- All Group B and C Officials working in the University/ Institutes may attend this 7 Days online training programme.
- The Batch size shall be 250 participants only.
- The online Registration for participants from other Universities/ Institute first-come- first-serve basis.

3. PROGRAMME SCHEDULE

- The Programme is scheduled from 14th December, 2020 to 20th December, 2020.
- There shall be one Session per day from 3.00 PM to 05.00PM.

4. REGISTRATION:

- All participants have to register online for the programme from 26th November, 2020 to 10th December, 2020. (www.igntu.ac.in)
- The registration fee for the online training programme is Rs. 1000/- (Rupees one thousand only) for each participant.
- The candidate has to follow the registration link on University website to register them for the programme.
- The registration fee of selected candidates is not refundable.
- Only E-Certificate shall be issued to the participants on successful completion of the training programme as per the rules.
- For any clarification, the candidate may send e-mail to registrar@igntu.ac.in
- All communication to the participants shall be made via email.
- 100% attendance is mandatory.



5. PATRON

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

6. PROGRAMME COORDINATOR:

Sh. P. Siluvainathan, Registrar, IGNTU

7. JOINT COORDINATORS:

Prof. Alok Shrotriya, Dean (Academic), IGNTU

Prof. Khemsingh Daheriya, Dean, FoH

CMA A. Jena, Finance Officer, IGNTU

Prof. NSHN Moorthy, CoE (I/C), IGNTU

Dr. S.D. Tripathy, OSD to VC, IGNTU

8. ORGANIZING COMMITTEE:

Sh. RP Singh Parihar, Dy. Registrar, IGNTU

Ms. Pooja Tiwari, Dy. Registrar, IGNTU

Dr. Sanjeev Kr Singh, Assistant Registrar, IGNTU

Dr. Akhilesh Kr Singh, Assistant Registrar, IGNTU

Mr. Arvind Gautam, System Analyst, IGNTU

9. TOPICS TO BE COVERED:

Broadly the following topics are to be covered:

- FR & SR, Noting, drafting and file management
- Basic principles of Accounts and Finance and GFR-2017 (basics only)
- Preparation of Service Book & Leave Rules
- LTC & TA, Pay Fixation Rules
- Medical Rules (CSMA/CGHS)
- Maintenance of Stock Registers and log book of official vehicle
- NEP 2020

10. ADDRESS FOR COMMUNICATION:

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