

*Eighth 4 Week Training Programme*

**Four week Online Training Programme**  
On  
***EDUCATIONAL ADMINISTRATION***

**September 1, 2022 to September 28, 2022**

*for Administrative Officers  
of Universities/ Centrally Funded 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 for the overall growth. Administrative positions at senior level are vested with the responsibility derived by Act, Statute and Ordinance for ensuring that the institution and its members fulfill their educational, social and ethical mandates meticulously. Such Senior officers are respected for their Administrative acumen, judgment, institutional knowledge and predictive powers.

The role of the administrators are mainly played in functional areas such as administration, examination, finance, planning, student welfare, and reporting. Skill sets or knowledge domain required are 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 sustainable development goals, apart from personal excellence through e-learning.

In this background, an online training programme is designed for administrative Officers of the Universities and centrally funded Higher Education Institutes to update their skill sets suiting to the changing academic and administrative domains. 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, this training programme has been designed.

Mode of content delivery has been kept online for ensuring smooth functioning of nationally important institutions without any interruptions, and simultaneously training their manpower in a cost effective manner. So far, IGNTU has trained over 400 Administrative Officers from across the Country.

***You know but little of that which is within you. For behind you is the ocean of infinite power and blessedness – Swami Vivekananda***

- **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) / Deemed Universities 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 September 1, 2022 to September 28, 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)
- Graduation Ceremony on 28/9/2022

- **REGISTRATION**

- All participants have to register online for the programme from **10<sup>th</sup> August, 2022 to 27<sup>th</sup> August, 2022.**
- The registration fee for the online training programme is Rs. 10000/- (Rupees Ten 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](mailto: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 Science, IGNTU
- Prof. Alok Shrotriya, Dean (Academic), IGNTU
- Prof. NSHN Moorthy, CoE (I/C), IGNTU
- Prof. Tanmai Kumar Ghorai, Dean, Science, IGNTU
- Dr. A. Jena, FO, IGNTU

- **PROGRAMME COORDINATOR**

Sh. P. Siluvainathan  
Registrar, IGNTU

- **JOINT COORDINATORS**

- Mrs. Pooja Tiwari, Deputy Registrar, IGNTU
- Dr. Aditya Kumar Shrivastav, Assistant Registrar, IGNTU
- Dr. Akhilesh Kumar Singh, Assistant Registrar, IGNTU

- **ORGANIZING COMMITTEE**

- Mr. Arvind Gautam, System Analyst, IGNTU
- Dr. Anand Barapatre, Senior Technical Assistant
- Mr. Chanchal Sahu, Assistant 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):

- ❖ UGC Regulations / NEP 2020
- ❖ Team Building, Time Management, Work-life Balance and Health & Wellness
- ❖ NIRF, NAAC, IQAC
- ❖ 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, MoU/MoA 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
- ❖ 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**

Sh. P. Siluvainathan

Registrar

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

Contact No. +91 9449052052

e-mail ID: [admintrg@igntu.ac.in](mailto: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.