

Prof. Furqan Qamar

Ph.D.

Secretary General

प्रो० फुरकान कमार

पीएचडी

महासचिव



Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),
New Delhi-110 002

भारतीय विश्वविद्यालय संघ

ए०आई०यू० हाउस, 16, कॉमरेड इंद्रजीत गुप्ता मार्ग
(कोटला मार्ग), नई दिल्ली-110 002

AIU/RES/2018

December 28, 2018

Dear Vice Chancellor/Director,

Greetings from AIU!

The Association of Indian Universities is organizing a **National Workshop on Management of University Administration-A Training Programme for University Administrators** in collaboration with **Tezpur University, Tezpur, Assam** during **February 06-08, 2019**.

The expected participants of the Workshop would be Registrars, Finance Officers, Deputy/Assistant Registrars, Controller of Examinations, Deputy /Assistant Controllers of Examinations, Senior University Officers and Academicians. Details about the Workshop along with the registration form are given in the enclosed brochure.

We would request you to nominate suitable senior officer (s) of your esteemed institution to participate in the Workshop.

The Registration Fee for the Workshop is Rs. 2500/- (Rupees Two Thousand Five Hundred only), payable to **Association of Indian Universities, New Delhi**. It will partly cover the cost of stationery items, conference bag, working lunch etc. The Host University will make arrangement for accommodation and food **free of cost**.

The number of participants being limited to 40-45 registration will be on **first come first serve basis**. An early response in this regard shall be highly appreciated.

The duly filled in **Registration Form** along with Demand Draft may please be send to the following address latest by **January 20, 2019**.

Dr Amarendra Pani

Joint Director & Director I/c, Research

Association of Indian Universities

16 AIU House, Comrade Indrajit Gupta Marg

New Delhi -110 002

E-mail: researchaiu@gmail.com **Ph:** 011-23239325

A copy of Registration Form may also be forwarded to the coordinator of Host University:

Dr Biren Das

Registrar

Tezpur University

P.O. Napaam, Tezpur-784028, Assam

Email: registrartu@tezu.ernet.in

Mobile 9435080951

For any further clarifications, queries may please be sent to the AIU coordinator, **Dr Usha Rai Negi**, Assistant Director, Research Division, Association of Indian Universities, 16 AIU House, Comrade Indrajit Gupta Marg, New Delhi-110 002 on **E-mail:** researchaiu@gmail.com

With regards,

Yours sincerely

(Prof Furqan Qamar)

Encl: As above.

All Vice Chancellors/Directors of Member Universities/Institutions

NATIONAL WORKSHOP ON MANAGEMENT OF UNIVERSITY ADMINISTRATION

A Training Programme for University Administrators

February 06-08, 2019

Registration Form

Name:
Designation:
Institution:
Phone: (Code).....No.....
E-mail:(Compulsory):.....
Mobile no:.....
Address for Communication:.....
.....
Details of the Demand Draft for Rs. 2500/-(drawn in
favour of **Association of Indian Universities payable at
New Delhi**)
DD No.....
Date.....Bank.....
Title of the paper :
.....
Accommodation required: Yes / No
Date.....Signature of Nominee.....

(Signature of the Competent Authority)

Photocopies of the Registration Form may be used.
Registration form can also be downloaded from AIU
Website: <http://www.aiu.ac.in>.

**LAST DATE FOR RECEIVING REGISTRATION FORM :
JANUARY 20, 2019**

Registration Fee

Registration Fee for the Workshop is Rs.2500/- (Rupees Two Thousand Five Hundred only), payable to Association of Indian Universities, New Delhi. It will partly cover the cost of stationery items, conference bag, working lunch etc. **The Host University will make arrangement for accommodation and food free of cost.**

TA/DA/Boarding and Lodging

Boarding and lodging arrangements will be made by Tezpur University, Tezpur. The travel expenses to the workshop venue will have to be borne by the participants/sponsoring institute on their own. The participants requiring such facilities may contact the Co-ordinator of the Host University given below. **Any person /Guest accompanying the participants will have to make own arrangements for boarding and lodging.**

The filled in Registration Form along with the Registration Fee in the form of Demand Draft should be sent to:

AIU Convenor

Dr Amarendra Pani

Joint Director & Director (I/c) (Research)
Association of Indian Universities
16, Comrade Indrajit Gupta Marg (Kotla Marg)
New Delhi – 110 002
Phone 011-23239325, 23230059 Ext 202/209
E-mail: researchaiu@gmail.com
Website: <http://www.aiu.ac.in>

With a Copy to:

Host University Coordinator

Dr Biren Das

Registrar
Tezpur University
P.O. Napaam
Tezpur-784028, Assam
Email: registrartu@tezu.ernet.in
Mobile 9435080951

NATIONAL WORKSHOP ON MANAGEMENT OF UNIVERSITY ADMINISTRATION

A Training Programme for University Administrators

February 06-08, 2019

Organized by



Association of Indian Universities

16, Comrade Indrajit Gupta Marg (Kotla Marg)

New Delhi - 110002

Phones: (011) 23230059/ 2305/2429

Fax: (011) 23232131

E-Mail: researchaiu@gmail.com

Website: <http://www.aiu.ac.in>

And



Tezpur University, Tezpur

Website: www.tezu.ernet.in

VENUE

Tezpur University, Tezpur

Introduction

Global transformative trends towards knowledge-driven economy coupled with rapid developments in information and communication technologies across the world invites keen attention and concern of academia. The onerous task of overhauling the higher education system cannot be accomplished without proper management of universities. Infact, globalisation in the 21st century presents a number of challenges and opportunities before our universities. This necessitates continuous improvement of management and administration to prepare university administrators to be the anchors of the knowledge economy having strategic vision, attitude to perform and skills to implement. Facilitating the building of up-to-date information, training material and expertise therefore, is pertinent.

The present workshop is an endeavour to provide opportunities for senior administrators to make administration technology friendly, develop positive attitude in respect of interpersonal relationship and provide dynamic leadership in university planning, administration and management.

Main Themes

Knowledge Component: University management: office administration and supervision; management of innovation and change; need and scope of staff development and other related matters.

Skill Component: Method-study and work study; record management and filing system; effective writing; noting and drafting; use of computers; reservation policies; disciplinary proceedings, financial management, organising student support services, redressal of grievances of stakeholders, dealing with RTI matters.

Attitude Component: Human resource development; morale and motivation; interpersonal relationships; public relations; effective leaderships styles.

Resource Generation: Ways and means of augmenting the existing resources to meet growing demand.

Organizers

Association of Indian Universities

Association of Indian Universities (AIU) established in 1925 as the Inter University Board of India, is an apex body for university-level institutions in India. It is a representative body of Universities of India to liaise with the universities and the government (central as well as state) and to coordinate among the universities and other apex higher education organizations of the world. As a *think tank* organization AIU plays an active role in facilitating the devising of higher education policies by providing research based policy inputs. The Research Division of AIU undertakes studies on problems in emerging areas of concern in the field of Higher Education. A regular activity of the Research Division is to organize workshops/ training programmes, seminars and other capacity building programmes for university administrators and academicians and Roundtables of Vice Chancellors of various category of universities for deliberating the issues in higher education for improving the quality and standards.

Tezpur University

Established on January 21, 1994 through an Act of Parliament of India, Tezpur University is a fully residential University nestled on a 262 acre campus at Tezpur in middle Assam with more than 4000 students and 286 faculty members. The University is currently offering 73 academic programmes through 22 departments and six centers under four Schools of Studies viz., School of Humanities and Social Sciences, School of Sciences, School of Management Sciences and School of Engineering. The University also offers 11 programmes through its Centre for Open and Distance Learning and admits students through various national level entrance tests like the JEE (Mains) and GATE for Engineering, CAT and MAT for Management, DBT-CEE for MBBT and the Tezpur University Entrance Examination conducted at all major cities of the country, for other programmes.

The University has come of age in securing recognitions from various government and non-government organizations at the national as well as international levels including the "Visitor's Award for Best University"

by the President of India in 2016, 5th and 29th positions in the ranking of the National Institutional Ranking Framework (NIRF) of the Ministry of Human Resource Development, Government of India in 2016 and 2018 respectively, Visitor's Best Research Award for Basic Science 2017 & 2018, 34th position under Generation 'Y' category in the Times Higher Education (THE) World Young University Ranking 2017, 99th rank in Times Higher Education Emerging Economies University Rankings 2018, 20th position in THE World's Best Small University Ranking 2018 and 146th in QS BRICS University Ranking. The University has very modern state of art infrastructure. Amongst some of the facilities, the University boasts of 24/7 electricity support system, internet facilities, a health center, a Guest House with 63 tastefully furnished rooms, conference rooms, indoor, outdoor sports facilities, gymnasium and a swimming pool. The University provides a very conducive and enabling environment for teaching, learning and research.

Methodology

- Lecture Sessions
- Group Discussions
- Brain Storming Sessions
- Case Studies

Participation Invited

- Registrars
- Deputy Registrars
- Assistant Registrars
- Controller of Examinations
- Deputy Controllers
- Finance Officers
- Deputy Finance Officers
- Senior Academicians associated with Administration

Queries if any may please be addressed to:

AIU Research Division: Coordinator

Dr Usha Rai Negi

Assistant Director (Research)

Association of Indian Universities

16, Comrade Indrajit Gupta Marg (Kotla Marg)

New Delhi - 110002

Phone: 011-23230059 Extn: 209/202

E-mail: researchaiu@gmail.com