

प्रो. फुरकान कमार

पीएचडी

महासचिव

Prof. Furqan Qamar

Ph.D

Secretary General



भारतीय विश्वविद्यालय संघ

ए० आर्इ० यू० हाउस, 16, कॉमरेड इंद्रजीत गुप्ता मार्ग, नई दिल्ली-110 002

ASSOCIATION OF INDIAN UNIVERSITIES

AIU HOUSE, 16, Comrade Indrajit Gupta Marg, New Delhi 110 002

No. AIU/RES/2015

April 16, 2015

Dear Vice Chancellor/Director,

As you are aware that with the changes ushering into the arena of Higher Education, management of university administration has become a complex and challenging task. A need has been felt to orient the university administrators in order to enhance their skill and knowledge for efficiently discharging of day-to-day work of administration in the changed scenario.

Association of Indian Universities - as an apex agency of higher education has been taking a few initiatives to upgrade the skills of the University Administrators for better management of university administration. In the process a **National Workshop on Management of University Administration - A Training Programme for University Administrators** is being organized in collaboration with Bharathiar University, Coimbatore (TN) during **May 12-14, 2015** at Bharathiar University.

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 Academics. 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 National 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 on reasonable charges.

The Event will be coordinated by **Dr Amarendra Pani**, Deputy Director & I/c, Research Division, Association of Indian Universities, New Delhi and **Professor M Jayakumar**, Head, Dept of Extension and Career Guidance, Bharathiar University, Coimbatore.

The duly filled in **Registration Form** along with **Demand Draft** may be sent to the AIU coordinator latest by **May 05, 2015** with a copy to the coordinator of Host University.

The number of participants being limited to 45, registration will be on first come first serve basis.

An early response in this regard shall be highly appreciated.

With regards,

Director of Research & Dean P.G.S.

J. A. U. Navsari

INWARD NO.

DATE :

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*

May - 12-14, 2015

Registration Form

Name: Mr/Ms/Dr/Prof

Academic Qualifications:

Designation:

University:

Phone: (Code) No.....

Mobile No

E mail:

Details of Demand Draft for Rs.2500/- (drawn in favour of
Association of Indian Universities, payable at New Delhi):

D.D. No:

Bank:

Date:

Accommodation Required: Yes / No

If yes: From To.....

Signature of the Nominee:

Date:

(Signature and Designation of the
Competent Authority)

Photocopies of the Registration Form may be used.
Registration Form can also be downloaded from AIU
Website: www.aiuweb.org

Organisers

Association of Indian Universities

Association of Indian Universities (AIU) established in 1925 as the Inter University Board, is an apex body for university-level institutions in India. The **Research Division** of the AIU conducts studies on problems in emerging areas of concern. A regular activity of the Research Division is to organize seminars, workshops/training programmes for university administrators and academic/faculty member for capacity building.

Bharathiar University

Bharathiar University was established at Coimbatore by the Government of Tamil Nadu in February 1982 under the provision of the Bharathiar University Act, 1981. The Postgraduate Centre of the University of Madras, which was functioning in Coimbatore before 1982 formed the core of the Bharathiar University. In May 1985, the University received the recognition from University Grants Commission for the purpose of grants.

The University, named after the great national poet Subramania Bharathi, is enshrined with the motto "Educate to Elevate". In the University, every effort is harnessed to realize his dream of making educational institutions as temple of learning. It is the aim of the University to participate in the task of inculcating necessary Knowledge, Skills and Creative Attitudes and values among the youth of the country to contribute more effectively towards establishing an equitable social and economic and secular ideal of our nation.

Queries if any may please be addressed to

Dr Amarendra Pani

Deputy Director &

I/C Research Division

Association of Indian Universities

16, Comrade Indrajit Gupta Marg (Kotla Marg)

New Delhi - 110002

Tele-fax: 011-23239325

Phone : (011) 23230059 Ext 202/209

E-mail: researchaiu@gmail.com

NATIONAL WORKSHOP ON MANAGEMENT OF UNIVERSITY ADMINISTRATION

*A Training Programme for University
Administrators*

May 12-14, 2015

Organised by



**Association of Indian Universities,
New Delhi**

In Collaboration with



**Bharathiar University
Coimbatore, Tamil Nadu**

**Last Date for Submission of
Registration Form: May 05, 2015**

NUP 9811426024

NATIONAL WORKSHOP ON MANAGEMENT OF UNIVERSITY ADMINISTRATION

**A Training Programme for University
Administrators**

May 12-14, 2015

Focus of globalization augmenting new developments in Science and Technology and the new economic structure have put enormous challenges before the higher education sector. Universities as the great portals of learning have to respond to the challenges. 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.
- **Attitude Component:** Human resource development; morale and motivation; interpersonal relationship; public relations; effective leadership styles.

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

Methodology

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

Our Participants

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

Registration Fee

The Participation Fee of the Workshop is Rs. 2500/- (Rupees Two Thousand Five Hundred only) payable along with the nomination form to Association of Indian Universities, New Delhi. This covers the cost of course-material, bag, working lunch and tea during the sessions.

Other Costs of Participation

Bharathiar University will make arrangement for accommodation, breakfast and dinner against payment. The travel and boarding lodging expenses will have to be met by the participants/sponsoring institutions.

Venue

**Bharathiar University
Coimbatore, Tamil Nadu**

Please send the Registration Form to

Dr Usha Rai Negi

Assistant Director
Research Division
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

And a copy of the filled in form to

Professor M Jayakumar

Head, Dept of Extension and Career Guidance
Bharathiar University, Maruthamalai
Main Road, Coimbatore-641 046 Tamil Nadu
Ph: 0422-2424600 (OFF)
Tele Fax: 0422-2422387/2425706
E-Mail: bucareer@gmail.com
Mobile No: 09791444555

Organizing Committee

**Dr Amarendra Pani, Deputy Director
& I/C Research Division, AIU**
**Prof M Jayakumar, Ho D, Extension and
Career Guidance, BU, Coimbatore**
**Dr Usha Rai Negi, Assistant Director,
Research, AIU**
Dr Fazlur Rahman, Research Fellow, AIU