

**NATIONAL WORKSHOP ON
MANAGEMENT OF UNIVERSITY
ADMINISTRATION**

March 21-23, 2017

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:

**(Signature and Designation 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 NOMINATION
MARCH 10, 2017**

Delegation Fee

The Registration Fee for the Workshop is **Rs. 2500/-** (Rupees two thousand five hundred only) **payable to Association of Indian Universities**, through **Demand Draft** along with the nomination form. This fee partly covers the cost of stationery, seminar bags, working lunch, and tea during the sessions.

Methodology

Lecture Sessions, Group Discussions, Brain Storming Sessions,

Participation

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

TA/DA/Board and Lodging

Boarding and lodging arrangements will be made by **The M S University of Baroda, Vadodara** The travel expenses will have to be borne by the participants/sponsoring institute. The participants requiring such facilities may contact at the address cited overleaf.

Queries if any may please be addressed 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

**NATIONAL WORKSHOP
ON
MANAGEMENT OF
UNIVERSITY
ADMINISTRATION**

A Training Programme for University Administrators

March 21-23, 2017

Organized by



**Association of Indian Universities
New Delhi**

And



**The M S University of Baroda
Vadodara**

VENUE

**The M S University of Baroda
Vadodara**

Introduction

Global Transformative trends towards knowledge-driven economy coupled with rapid developments in information and communication technologies across the world invite keen attention and concern of academia. The onerous task of overhauling the higher education system cannot be accomplished without proper management of universities. In fact, globalisation in the 21st century presents a number of challenges and opportunities before the 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 endeavor 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, organizing student support services, redressal of grievances of stakeholders, dealing with RTI matters.
- **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

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

Dr. Amarendra Pani

Deputy 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:

Prof N Pradhan

Head, Dept. of Educational Administration,

Faculty of Education & Psychology,

The M S University of Baroda

Vadodara-390 002

Gujarat

Email: netranand@yahoo.com

Mob 9427301147

Organizing Committee from

The M.S. University of Baroda :

Prof. Parimal Vyas; Vice-Chancellor (Patron)

Prof. R.C. Patel; Dean of Faculty (Advisor)

Prof. N. Pradhan; Head of the Dept. (Convener)

Prof. K.Pushpanadham (Co-ordinator)

Prof. S.C. Panigrahi (Member)

Dr. Milind Sahasrabudhe (Member)

Organizers

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. 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. 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 organise workshops/ training programmes, seminars and other capacity building programmes for university administrators and academicians.

The Maharaja Sayajirao University of Baroda

The Maharaja Sayajirao University of Baroda is an internationally renowned University was formally established on 29th April, 1949. The University was existing even before this as the Baroda College since 1881 and was a centre of excellence in western India. MSU is the only state university in Gujarat with English as the medium of instruction having 1112 highly qualified teachers in 14 Faculties, 3 Constituent Colleges, 2 Institutions and 8 Centres of Specialized Studies with a total of 37295 students. The university is unitary in nature having no affiliated colleges. It has 19 hostels for the students and 475 staff quarters for its employees. The campus is spread over 275 acre of land. The faculties viz., Performing Arts, Fine Arts, Science, Social Works, Community and Family Studies, Education & Psychology are well-known in the country and the world. The University has signed MOUs with more than 25 foreign universities and institutions of higher learning. It has active interface with industries in Gujarat and India and the placement cells in all the faculties have empowered the alumni to occupy high positions in various sectors. The rich legacy of the University is crowned by the names of stalwarts like Nobel Laureate Dr. Venkatraman Ramakrishnan, Shri Aurobindo, Bharat Ratna Acharya Vinoba Bhave, Gyanpith awardee Shri Rajendra Shah, Dr. I. G. Patel, Lord Bhikhu Parekh, Shri Sam Pitroda, Prof. K. G. Subramanyan and many more. The students and staff from all over the country make the University a unique place of learning in higher education.