

**NATIONAL WORKSHOP ON
MANAGEMENT OF UNIVERSITY
ADMINISTRATION**

October 19-21, 2016

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
OCTOBER 10, 2016**

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

Board and lodging arrangements will be made by **Dibrugarh University, Dibrugarh**. 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
Website: <http://www.aiu.ac.in>

**NATIONAL WORKSHOP
ON
MANAGEMENT OF UNIVERSITY
ADMINISTRATION**

*A Training Programme for
University Administrators*

October 19-21, 2016

Organized by



Association of Indian Universities
New Delhi

And



Dibrugarh University, Dibrugarh
Assam

VENUE
Dibrugarh University,
Dibrugarh

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:

Shri Arinjit Hazarika

Deputy Controller of Examinations (A)
Dibrugarh University
Dibrugarh-786 004
(Assam)
Phone : 0373-2370066 (O)
Mob. : No. 09435008376
Email : arinjit@dibru.ac.in
Website : www.dibru.ac.in

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.

Dibrugarh University

Dibrugarh University, the easternmost public University of the country was established in 1965 under the provisions of the Dibrugarh University Act, 1965. It is one of the leading Universities of North East India in terms of teaching and research. The University has been engaged to offer various academic programmes in its campus as well as in around 180 affiliated colleges to achieve its goal of dissemination of knowledge and generation of competent human resources. The University offers around 120 academic programmes leading to award of Degree, Diploma and Certificate programmes including the highest degrees of Ph.D., D.Sc. and D.Litt. through 17 teaching Departments, 18 Centres for Studies and one constituent Engineering Institute which are organized into five Schools of Studies, viz. School of Humanities and Social Science, School of Science and Engineering, School of Commerce and Management Science, School of Education and School of Earth, Atmospheric Science, Environment and Energy Dibrugarh University has forged academic collaborations with a number of educational institutes of the country and abroad. A good number of foreign students are pursuing different academic programmes in the University campus. The University has the emphasis on the holistic development of the personalities of its students through its academic programmes which are value based, skill based and competitive in conformity with the emerging challenges in the wake of globalization and liberalization.