

NATIONAL WORKSHOP ON MANAGEMENT OF UNIVERSITY ADMINISTRATION

January 03-05, 2018

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
REGISTRATION FORMS :
DECEMBER 22, 2017**

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 Kannur University, Kannur, Kerala. 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:

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:

Host University Coordinator

Dr Anil Ramachandran

Director, IQAC
Kannur University
Thavakkara, Civil Station P.O.
Kannur District, Kerala – 670 002
Email: naacknuty@gmail.com
Mobile: 9447027990

NATIONAL WORKSHOP ON MANAGEMENT OF UNIVERSITY ADMINISTRATION

*A Training Programme for
University Administrators*

January 03-05, 2018

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



Kannur University, Kannur

Thavakkara, Civil Station (PO),
Kannur, Kerala -670002

VENUE

**Seminar Hall, Mangattuparamba Campus
Kannur University, Kannur, Kerala**

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.

METHODOLOGY

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

PARTICIPATION

- 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:

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

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. 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.

Kannur University, Kannur Kerala

Kannur University, Kannur, Kerala is a state government established multi-campus teaching, research and affiliating university, formally established in the year 1996 to provide and promote higher education in Kasargod and Kannur revenue districts and the Mananthavady Taluk of Wayanad District in the northern part of Kerala. Kannur University is unique in the sense that it is a multi-campus university with campuses spread over at eight different locations under its jurisdiction. At present the university has 31 departments and 111 affiliated colleges to promote knowledge in science, technology, humanities, commerce and management, languages and related disciplines. The university has been accredited by NAAC with B grade in the first cycle of accreditation in March 2016.

The University has student strength of 2509 in the departments and 62823 in the affiliated colleges. The university has 47 research centers; 285 research guides and 1489 research scholars. The university has collaborative exchange programmes and signed MOUs with various foreign universities and institutes; and has active interface with industries to facilitate placement of students. Within 21 years of its establishment, the university has developed as the most important higher education centre of northern Kerala. Kannur University epitomize in its vision and mission through devotion and commitment of academic faculty, administrative wing, enthusiastic students and wholehearted support and relentless support of the stakeholders of the region.