

**Four Week Long Workshop on  
EDUCATIONAL ADMINISTRATION**  
29<sup>th</sup> August to 25<sup>th</sup> September, 2017

**REGISTRATION FORM**

Full Name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Affiliation	
Postal Address (for correspondence)	
Pin Code	
Educational Qualification	
Designation	
Email ID	
Contact Number	
Registration fees to be paid through Net Banking or NEFT or RTGS to the following A/C details	
UCO Bank, Assam University Branch, Silchar. Branch Code 002005 IFSC code: UCBA0002005 MICR Code of bank: 788028005	
<b>Name of A/C holder: Assam University Project A/C II A/C No.: 20050110035450</b>	
Transaction ID : Date of transaction :	
Food preference	<input type="checkbox"/> Veg <input type="checkbox"/> Non-veg

(Forwarding by Competent Authority with seal and signature)

(Signature of applicant)

Copy of the payment receipt should be attached with the application

**Note:** Photocopy or fresh typed copy of the form can also be used.

**PARTICIPATION**

The participants shall comprise of administrative officers not below the rank of Assistant Registrar working in different Universities/Colleges/Educational Institutions. The batch size shall be 30. Preference shall be given to applicants from Assam University. For participants from other universities/institutes first-come-first-serve shall be the criteria of selection.

**REGISTRATION FEE**

The registration fee for all the participants shall be **Rs. 3000/-** only. This fee shall include workshop kit, tea, refreshments and humble working lunch during the workshop days. Certificate shall be provided to the participants only on successful completion of the workshop. Attending all the sessions of the workshop is mandatory. The registration fee of selected candidates is not refundable under any circumstance

No accommodation facility or TA/DA shall be provided to the out-station participants. Out-station participants may book their accommodation in the hotel/lodge at **Silchar** town. For further details in this regard workshop coordinator may be contacted.

Payment is to be made either by Net Banking or NEFT or RTGS. Details is provided in the application form.

Last date of submitting Registration fees along with filled-in Registration form is **5<sup>th</sup> August, 2017**. Registration shall close once the capacity is attained. Participants are requested to register early and not to wait for the last date. There is no scheme of on-the-spot registration.

Participants may need their laptops during the workshop.

All communication to the participants shall be made via email.

**WORKSHOP VENUE**

Premendra Mohon Goswami Hall, First Floor,  
Administrative Building, Assam University, Silchar.



**Four Week Long Workshop**

*on*

**EDUCATIONAL ADMINISTRATION**

*A training program for university administrators*

**Organized by**

**Internal Quality Assurance Cell,**

**ASSAM UNIVERSITY, SILCHAR**

**29<sup>th</sup> August to 25<sup>th</sup> September, 2017**

*at*

**Assam University, Silchar**

## CHIEF PATRON

**Prof. Dilip C. Nath, Vice Chancellor**, Assam University, Silchar

## PROGRAMME ORGANIZING COMMITTEE

Dr. Sanjib Bhattacharjee, Registrar, Assam University

Dr. B B Mishra, Finance Officer, Assam University

Prof. Joyati Bhattacharya, Asst. Director, IQAC

Dr. Pradosh Kiran Nath, Joint Registrar, Assam University

Dr. Prodipto Das, Asst. Director, IQAC

Prof. Dibyojyoti Bhattacharjee, Program Coordinator

## ABOUT THE WORKSHOP

The trend of global changes towards knowledge driven economy along with fast development in information and communication technology across the globe has invited a keen interest of the academic world. The gigantic task of redesigning of the higher education scenario is difficult to attain without proper management at the epitome of higher education i.e. the universities. Along with the challenges that the universities are facing in the 21<sup>st</sup> century, there are also several opportunities for the universities to grab. This paves the way for continuous improvement in management and administration to prepare university administrators to act as icons of the knowledge driven economy with a strategic vision. With an aim to provide up-to-date information on such issues, this workshop is designed for senior administrators of the university. This is a timely and pertinent step of the Internal Quality Assurance Cell of Assam University to train such officials of the university on the use of technology, develop positive attitude towards inter personal relationship, improving of leadership quality and accordingly enhance quality of planning, managing and administration in the Universities

## TOPICS TO BE COVERED

The topics to be discussed in the workshop is not limited to Time Management in Administration, Conduct Rules, Development of skills for interpersonal relationship, ICT products and Security Issues, Legal aspects of university administration, Right to Information Act, Gender Sanitization, Team Building, Issues of social exclusion and inclusive policies, Health issues, Stress management, Cloud Computing, GFR, GST, Leadership quality etc. Participants need to be actively involved in carrying out projects, case studies, debates, group discussions etc. during the workshop.

In addition to these topics, attempt shall be made to cover some more issues as demanded by the participants. Resource persons/officials having expertise on these topics from Assam university and other reputed institutes/universities shall deliver in the workshop.

## WEATHER AT SILCHAR

The weather at Silchar during August-September shall be hot and humid. The temperature shall range between 24<sup>o</sup> C to 38<sup>o</sup> C. Carrying of umbrella is suggested as erratic rainfall is expected any time.

## TRAVELING TO SILCHAR

Silchar is 373 Kms away from Guwahati, the capital of Assam and 1300 Kms from Kolkata, the nearest metropolitan city by road. Silchar now is well connected by rail-air-road to Guwahati and through rail-air to Kolkata. It is also connected to the major cities of northeast India either by rail or by road.

## ADDRESS FOR CORRESPONDENCE

Prof. Dibyojyoti Bhattacharjee,  
Director, Internal Quality Assurance Cell,  
Assam University, Silchar-788011  
Mobile-9435170253, Email: [djb.stat@gmail.com](mailto:djb.stat@gmail.com)

## ABOUT ASSAM UNIVERSITY

Assam University came into existence through Assam (Central) University Act, 1989. It was established in 1994, since then the University is steadily becoming an excellent centre of learning. The University has sixteen Schools on major disciplines and more than three hundred faculty members drawn from all over the country. There are 41 Departments under these Sixteen Schools. The main campus is situated in Dargakona, about 20 kms from Silchar, the headquarter of Cachar District of Assam. The university has a satellite campus at Diphu, the head quarter of Karbi Anglong District of Assam. The Diphu campus of Assam university has 10 departments.

The main campus at Silchar has an area of 600 acres surrounded by lakes and mountains. Assam University is a teaching-cum-affiliating University. There are five districts under the jurisdiction of Assam University and there are as many as 53 affiliated Colleges.

The University has gradually started attracting students from the neighboring states. The University is set to become a full-fledged residential University in near future creating a better environment for learning and research activities.

## ABOUT IQAC, ASSAM UNIVERSITY

The Internal Quality Assurance Cell of Assam University was established in 2007. The IQAC plans, guides and monitors Quality Assurance and Quality Enhancement activities of the University. The IQAC is pro-active in conducting several surveys on students' feedback on curriculum, physical facilities, conducting training program, providing research level assistance to departments etc. The IQAC is responsible in channelizing and systematize the efforts and measures of the university towards academic excellence. The IQAC is a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. The IQAC runs under the Chairmanship of the Vice Chancellor of the university and is assisted by a Director and two Assistant Directors.