Four-week Training Programme

On

Enrichment of Administrative Skills/ Methods

(*27thJune 2022- 24th July 2022*)

Organized by

Directorate of Quality Assurance
Shri Mata Vaishno Devi University
Kakryal, Katra-182320,
Jammu & Kashmir, India

OBJECTIVE OF THE TRAINING PROGRAMME: The objective of this Training programme is to provide the fundamentals of sustainability in administration. It intends to facilitate in up-gradation of knowledge, skills to provide opportunities for good performance at workplace. The training programme is designed as per MHRD guidelines for career enhancement with the objective of benefitting the participants in gaining knowledge and skills in dealing with the day-to-day administrative matters/ issues that are essential in the working of any institution. The training programme module is designed to benefit the participants in upgradation of their skills/ knowledge and help them to deal better with the administrative mechanism as applicable in the Institutions. The outreach of the Programme is expected to benefit the participants not only in their knowledge growth but also to provide them the platform for their career enhancement/ upgradation. The Programme is an initiative to all such officers/ teachers who seldom get the opportunity to attend any such programme on full time basis, which are remotely accessible and considering the dearth of such opportunities at their respective workplaces.

DURATION OF THE TRAINING PROGRAM: 4 weeks (27th June 2022- 24th July 2022) out of which First three weeks (27th June 2022to 17th July 2022) will be through online mode and 4th week (18thJuly 2022 to 24th July 2022) shall be on Campus.

AREAS TO BE COVERED: (Tentative)

1. Goods & Services Tax (GST)
2. Corporate Social Responsibility
3. Administrative Vigilance
4. Career Advancement scheme, MACP
5. Disciplinary Rules & Procedures
6. Discipline And Vigilance
7. Roasters & Reservation in Services
8. Public Procurement
9. Handling of Court Cases
10. Public Procurement, CPPP &GeM
11. Right To Information Act
12. Gender Sensitization & Prevention of Sexual Harassment of Women at Workplace
13. Labour Laws and HR Compliances

14. Establishment Rules
15. Performance Management
16. Training & Manpower Development
17. Emotional Intelligence for Leaders
18. Contract Labour and Outsourcing
19. Finance & Investment
20. Financial Literacy
21. Income Tax
22. Leadership Skills
23. Noting, Drafting and File Management
24. NPA Management
25. Office Procedures
26. Public Private Partnership (PPP)
27. Time Management
28. Work Life Balance
29. Business Process and reengineering
30. New Education Policy
31. Service Promotion, Cadre review

PARTICIPATION:

- Teachers with administrative responsibilities, administrative officers like, Deputy Registrar /Assistant Registrar equivalent Officers of State & Central Government, PSUs, Universities/ Institutes may attend this 4 week online training programme.

- **The Batch size shall be restricted to 30**.

- The online Registration for participants shall be on first-come-first-served basis.

REGISTRATION:

- Last date to register for the programme is **20th June, 2022**.
- The training Program registration fee is as follows:
    - i) Rs. 7,000/- per participant in case the participant is sponsored by the University/ Institute/ Organisation. + Rs 5,000/ per participant for availing boarding and lodging facility at University guesthouse, during 4th week of the training programme.

ii) Rs. 10,000/- per participant for non-sponsored participant. + Rs 5,000/ per participant for availing boarding and lodging facility at University guesthouse, during 4th week of training programme.

- The registration fee must be paid online to the account:

  Name: I/c DQA, SMVDU
  Bank: Jammu & Kashmir Bank
  Account No.: 0477040520000044
  IFSC Code: JAKA0SMVDUN
               (The fifth character of the IFSC code is ZERO)

- All sponsored participants need to upload endorsement certificate of the employer during the registration (format of the endorsement certificate is available in the registration link).

- The registration fee is not refundable in any condition (if selected for the programme).

- The Certificate will be provided to the participants after successful completion of the training programme.

- In case of any query, contact the Organizing Secretary.

- All communication to the participants shall be made via email.

- Registration Link:

  https://docs.google.com/forms/d/e/1FAIpQLSckGPqXJ9h0MYURiPYZm5rdHQi_m85nji8XxpWBOgILXiFuCg/viewform?usp=sf_link

- Endorsement letter format.

CONTACT:

Co-ordinator: **Dr. A. K. Das**
                         Director, DQA.
                         Shri Mata Vaishno Devi University,
                         Jammu and Kashmir
                         Email: director.dqa@smvdu.ac.in, ak.das@smvdu.ac.in

Organizing Secretary: **Ms. Bhawna Mishra**
                         Assistant Registrar, DQA.
                         Shri Mata Vaishno Devi University,
                         Kakryal, Katra-182320.
                         Jammu and Kashmir
                         Email: ar.dqa@smvdu.ac.in, bhawna.mishra@smvdu.ac.in