

A Report on Four Week Long Workshop on ACADEMIC ADMINISTRATION
A training program for university administrators
Organized by
Internal Quality Assurance Cell, ASSAM UNIVERSITY, SILCHAR
29th August to 25th September, 2017
at
Assam University, Silchar

Along with the challenges that the universities are facing in the 21st 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 was designed for senior administrators of the university. This was 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.

4 week long workshop on Academic Administration from 29th August to 25th September, 2017. The Section Officers and Equivalent participated in the first week from 29th August to 5th of September. A total of 39 participants registered for the first week of the workshop and 20 for all the remaining 3 weeks.

During the workshop there were 96 sessions of which there were as many as 80 lectures were delivered by 27 resource persons. The participants also delivered 20 presentations during the workshop.

Weekly feedback was collected from the participants on the resource persons and the result of the feedback was also supplied to the participants. In addition to that overall feed back on the conduct of the workshop was collected twice. Once from the section officers and equivalent and again from the Assistant Registrar and equivalent at the end of the workshop on 18 parameters like, organization, food quality, relevance, punctuality, effectiveness, perspective, skill development etc. In both the cases the maximum marks went to the organization of the workshop viz. 97.7 (SO) and 99.4 (AR). The minimum marks was in the parameter "Coverage" (80) by SO and on "Latest Developments" by AR.

The Budget sanctioned for the workshop was 5 lakhs (only for the AR and equivalent) and later on the Section Officers are also to be provide the training. From the registration another 87 thousand was collected. A budget of 5.97 lakhs were submitted. However, the entire program was completed within 4.3 lakhs.

The schedule of the Program was as follows:

Date	Time slot	Topic	Speaker
29-Aug-17	10 to 11:30	Inaugural Session	
29-Aug-17	11:45 to 1:15	Public administration and Academic Administration	Devajyoti Gogoi

Date	Time slot	Topic	Speaker
29-Aug-17	1:45 to 3:15	Managing an Organization	Dr. Ravi Kannan
29-Aug-17	3:30 to 5	Good Practices for Healthy Life	Dr. Ravi Kannan
30-Aug-17	10 to 11:30	Quality Parameters in University Education System and Higher Learning Institutes	Dr. Subroto Chowdhury
30-Aug-17	11:45 to 1:15	Health Hazards of Office Workers and its Preventive Measures	Dr. Darsana Patoa
30-Aug-17	1:45 to 3:15	Interpersonal Relationship	Dr. Arup Barman
30-Aug-17	3:30 to 5	Interpersonal Relationship	Dr. Arup Barman
31-Aug-17	10 to 11:30	Pay Fixation	Dr. B B Mishra
31-Aug-17	11:45 to 1:15	Law for Working Women	Ms Sujata Dutta
31-Aug-17	1:45 to 3:15	Understanding and implementation of law	Prof. Alok Tripathi
31-Aug-17	3:30 to 5	Principles and Practice of Human Rights: Some Issues	Prof. R R Dhamala
1-Sep-17	10 to 11:30	Pension Rules	Dr. B B Mishra
1-Sep-17	11:45 to 1:15	Yoga a Complete Science	Mr. Sukumar Chandra Nath
1-Sep-17	1:45 to 3:15	Cyber Crime and Cyber Security	Dr. Prodipto Das
1-Sep-17	3:30 to 5	New Pension Scheme	Dr. Sanjeeb Bhattacharjee
2-Sep-17	Saturday	Id-uz-Zuha	Id-uz-Zuha
3-Sep-17	Sunday	Sunday	Sunday
4-Sep-17	10 to 11:30	Right to Information and the Management of the Online RTI Portal	Dr. Pius Thomas Vazhappilly
4-Sep-17	11:45 to 1:15	Common Skin Diseases	Dr. Darsana Patoa
4-Sep-17	1:45 to 3:15	Procurement of Goods and Services	Mr. Sajal Kanti Choudhury
4-Sep-17	3:30 to 5	Participant's Feedback	Section Officers
5-Sep-17	10 to 11:30	How to go green in the office?	Dr. Aparajita De
5-Sep-17	11:45 to 1:15	NAAC Accreditation Parameters	Dr. Subroto Chowdhury
5-Sep-17	1:45 to 3:15	Financial rule for execution of works	Mr. Sajal Kanti Choudhury
5-Sep-17	3:30 to 5	Valedictory Program of Section Officers	
6-Sep-17	10 to 11:30	Motivating the Motivators	Dr. Ashim Kr. Das
6-Sep-17	11:45 to 1:15	Right to Education an Overview	Prof. Joyati Bhattacharya
6-Sep-17	1:45 to 3:15	M Phil and Ph D Regulations, 2016	Prof. Joyati Bhattacharya
6-Sep-17	3:30 to 5	Participant's Presentation	
7-Sep-17	10 to 11:30	Time Management	Abhirup Banerjee
7-Sep-17	11:45 to 1:15	Time Management	Abhirup Banerjee
7-Sep-17	1:45 to 3:15	Time Management	Debasis Saha
7-Sep-17	3:30 to 5	Time Management	Debasis Saha
8-Sep-17	10 to 11:30	Emotional Intelligence	Abhirup Banerjee
8-Sep-17	11:45 to 1:15	Emotional Intelligence	Abhirup Banerjee
8-Sep-17	1:45 to 3:15	Emotional Intelligence	Abhirup Banerjee
8-Sep-17	3:30 to 5	Emotional Intelligence	Abhirup Banerjee
9-Sep-17	10 to 11:30	GST Overview	Debasis Saha

Date	Time slot	Topic	Speaker
9-Sep-17	11:45 to 1:15	GST Overview	Debasis Saha
9-Sep-17	1:45 to 3:15	Team Building	Abhirup Banerjee&DebasisSaha
9-Sep-17	3:30 to 5	Team Building	Abhirup Banerjee&DebasisSaha
10-Sep-17	Sunday	Sunday	Sunday
11-Sep-17	10 to 11:30	NLP for work and Life	Abhirup Banerjee
11-Sep-17	11:45 to 1:15	NLP for work and life	Abhirup Banerjee
11-Sep-17	1:45 to 3:15	NLP for work and Life	Abhirup Banerjee
11-Sep-17	3:30 to 5	NLP for work and Life	Abhirup Banerjee
12-Sep-17	10 to 11:30	Impactful Communication	Debasis Saha
12-Sep-17	11:45 to 1:15	Impactful Communication	Debasis Saha
12-Sep-17	1:45 to 3:15	Impactful Communication	Abhirup Banerjee
12-Sep-17	3:30 to 5	Impactful Communication	Abhirup Banerjee
13-Sep-17	10 to 11:30	Conflict Management	Debasis Saha
13-Sep-17	11:45 to 1:15	Conflict Management	Debasis Saha
13-Sep-17	1:45 to 3:15	Conflict Management	Abhirup Banerjee
13-Sep-17	3:30 to 5	Conflict Management	Abhirup Banerjee
14-Sep-17	10 to 11:30	GST and Implications on University's Purchase	Achintya Kumar Mandal
14-Sep-17	11:45 to 1:15	GST and Implications on University's Purchase	Achintya Kumar Mandal
14-Sep-17	1:45 to 3:15	Human Resource Management in Government Organizations	Dr. Sanjeeb Bhattacharjee
14-Sep-17	3:30 to 5	Participant's Presentation	
15-Sep-17	10 to 11:30	4G technology and beyond	Dr. Prodipto Das
15-Sep-17	11:45 to 1:15	Overview of Public Procurement	Achintya Kumar Mandal
15-Sep-17	1:45 to 3:15	Overview of Public Procurement	Achintya Kumar Mandal
15-Sep-17	3:30 to 5	Participant's Presentation	
16-Sep-17	10 to 11:30	Stress Management Through Yoga Therapy-I	Sukumar Chandra Nath
16-Sep-17	11:45 to 1:15	Stress Management Through Yoga Therapy-II	Sukumar Chandra Nath
16-Sep-17	1:45 to 3:15	Disaster Management	Sajal Debnath
16-Sep-17	3:30 to 5	How to stay safe during disasters at work place	Sajal Debnath
17-Sep-17	Sunday	Sunday	Sunday
18-Sep-17	10 to 11:30	Disciplinary proceedings (Major Penalty and Minor Penalty)	Sh. Thyagarajan
18-Sep-17	11:45 to 1:15		Sh. Thyagarajan
18-Sep-17	1:45 to 3:15	Leave Rules	Dr. DVS Shastri
18-Sep-17	3:30 to 5	Leave Rules	Dr. DVS Shastri
19-Sep-17	10 to 11:30	Accounts	Dr. B B Mishra
19-Sep-17	11:45 to 1:15	Service Matters applicable to Teachers	Dr. DVS Shastri
19-Sep-17	1:45 to 3:15	Maintenance of cash book, Bank reconciliation,	Sh. Thyagarajan

Date	Time slot	Topic	Speaker
		depreciation and accounting of depreciated value etc.	
19-Sep-17	3:30 to 5		Sh. Thyagarajan
20-Sep-17	10 to 11:30	Service Matters applicable to Teachers	Dr. DVS Shastri
20-Sep-17	11:45 to 1:15	Recruitment	Dr. DVS Shastri
20-Sep-17	1:45 to 3:15	Recruitment	Dr. DVS Shastri
20-Sep-17	3:30 to 5	Participant's Presentation	
21-Sep-17	10 to 11:30	Reservation in Appointments	Dr. DVS Shastri
21-Sep-17	11:45 to 1:15	Reservation in Appointments	Dr. DVS Shastri
21-Sep-17	1:45 to 3:15	Right To Information	Prof. Alok Tripathi
21-Sep-17	3:30 to 5	Participant's Presentation	
22-Sep-17	10 to 11:30	Sexual Harassment at Workplace	Prof. R R Dhamala
22-Sep-17	11:45 to 1:15	ICT in Educational Administration: Usage and Challenges	Dr Shahin Ara Begum
22-Sep-17	1:45 to 3:15	Human Rights and People's Rights	Dr. Pius Thomas Vazhappilly
22-Sep-17	3:30 to 5	Participant's Presentation	
23-Sep-17	10 to 11:30	Use of Hindi in Government Offices	Prof. K M Jha
23-Sep-17	11:45 to 1:15	Climate Change and its Impact	Dr Pradosh Kiran Nath
23-Sep-17	1:45 to 3:15	Participant's Presentation	
23-Sep-17	3:30 to 5	Participant's Presentation	
24-Sep-17	Sunday	Sunday	Sunday
25-Sep-17	10 to 11:30	Digitalization in Academic Administration	Prof D C Nath
25-Sep-17	11:45 to 1:15	ICT and Work Organization	Dr Shahin Ara Begum
25-Sep-17	1:45 to 3:15	Valedictory	
25-Sep-17	3:30 to 5	Valedictory	

The Feedback of the workshop was collected using the following schedule.

Workshop on Academic Administration (End of Week 1)

FEEDBACK FROM PARTICIPANTS ON COURSE

Please tick mark (✓) on the appropriate scale (10 to 1) against the parameters listed below:

*Quantity of food										
*Ambience of the lecture hall										
12. Approachability of the organizers										

Overall Comments on the planning, management and relevance of the programme

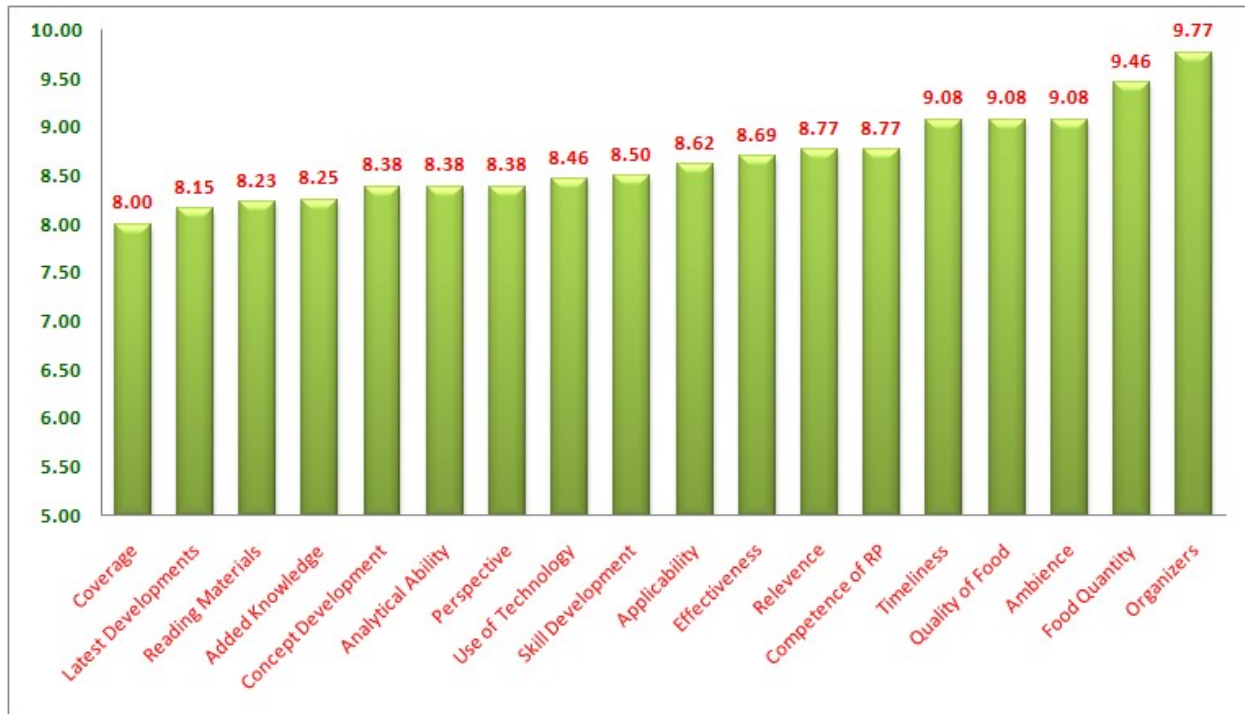
Name of the Participants: _____

Designation: _____

Contact Details: : Mobile: _____

E.Mail: _____

The feedback of the Workshop stands as below:



Some comments made by the participants are as follows:

- The program is beneficial as it shall develop critical thinking, newer perspective and everything shall be done with a human touch.
- The program has lot to enrich the participants to cope with situations in day to day official activities.
- The program was useful not only for day-to-day office work but also in all round development of an administrator
- Such workshops shall be organized every year.
- The program shall be termed as Management Development Program (MDP) instead of Workshop
- Inviting Resource Persons from ISTM and NIFM will definitely help
- Very good, punctual, sincere and honest on the part of organizers in planning and management. It is beneficial for individual as well as organization.

Bhattacharyee

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Date: 27. 09.2017