



ASSAM UNIVERSITY

(A Central University)

Silchar 788011

Assam, India

অসম বিশ্ববিদ্যালয়

(এক কেন্দ্রীয় বিশ্ববিদ্যালয়)

সিলচর ৭৮৮০১১

অসম, ভারত

CIRCULAR

It is hereby notified for information of all interested parties that a five-day **Management Development Program (MDP)** is scheduled for Officers of University and Institutes of Higher Education from **17-21 June 2025**. The program has a total capacity of **40 seats, out of which 15 seats are reserved for external applicants**. Enrollment preference will be given to internal and external officers who have completed at least two certificates from the IGot-Karmayogi online training portal (<https://portal.igotkarmayogi.gov.in>). External candidates will pay a course fee of **₹11,000 for single occupancy or ₹8,500 for twin-sharing accommodations**. The applicants may remit program fees via bank transfer or NEFT.

All the pertinent information, including the application form, learning objectives, topics to be covered, and details about fee payment and transfers, is available in the brochure attached below. The deadline for submitting application with the proof of fee remittance is **June 9, 2025**.


Registrar

May, 2025

No 102/1/2023-RECT/2697

21 MAY 2025

Copy to:-

1. The Registrar, Central Universities of North East India/ Registrar NITs of North East India.
2. The Director, IQAC Assam University, Silchar.
3. The Chairperson and Members, Management Development Program (MDP) Organising Committee.
4. The Finance Officer/Librarian in-Charge/COE/DCDC/ Assam University, Silchar.
5. The Dy Registrar Assam University, Diphu Campus for information and necessary action.
6. The Director, Computer Centre for information and necessary action for uploading the notice in the website.
7. All Officers, Assam University, Silchar for information and necessary action.
8. The Section Officer (Estate) for necessary action.
9. File


Registrar



Assam University Silchar

**Management Development Programme
on
“Improving Leadership, Managerial
and Administrative Skills”**

17-21 June, 2025

**Venue : Conference Hall, Department of Business Administration
Assam University, Silchar**

1. ABOUT ASSAM UNIVERSITY

The Assam University Act (XIII of 1989), passed by both Houses of Parliament (Rajya Sabha on 11th May, 1989 & Lok Sabha on 15th May, 1989), received the assent of the President of India on 23rd May 1989. It was enforced by the Government of India by a notification on 15th January, 1994. The University was formally established on 21st January 1994.

2. LEARNING OBJECTIVES

This training program, MDP-2025 aims to sensitize participants in the following ways:

- To improve leadership, managerial and administrative skills among the participants
- To explain advance management techniques for management and control of organizational functioning
- To discuss implementation of advanced management techniques for improving managerial effectiveness
- To develop top management/Managers/Officers for future challenges

3. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training programme:

- Effective Leadership and Managerial Skills
- Motivation and Team building
- Personality Development
- Modern HR practices
- Modern performance management system
- Time and Stress Management
- Knowledge Management
- Total Quality Management
- Relationship Management
- Conflict Resolution
- Crisis Management
- Change Management
- Participative Management

4. TARGET PARTICIPANT

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from Central University or Academic and/or Research Institutions.

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.


6. FACULTY

The faculty for the training programme will comprise of senior University faculty /Experts & other renowned and experienced Trainers from the respective field.

7. PROGRAMME FEE & VENUE


Program Venue	Silchar
Programme Fee	Residential Participants(Single Occupancy) ₹ 11,000 /-
	Residential Participants Twin Sharing ₹8500/ - per participant.
Arrival day (Check in time from afternoon onwards at Guest House)	June 16,2025Afternoon
Departure day (Check out time from forenoon onwards at Guest House)	June 21,2025 Forenoon

8. PAYMENTDETAILS

Programme fee to be paid in advance and proof of payment to be attached along with application form.	Online Registration and Payment System
<ul style="list-style-type: none">• ECS Payment Details: ICICI Bank, Meherpur, Silchar-788015• A/c No. 526001000129,• IFSC Code: ICIC0005260.• DD should be drawn in the name of ASSAM UNIVERSITY, SILCHAR	Payment can be done by scanning QR Code. 

9. HOW TO APPLY

- Please apply in prescribed application form at enclosed with this brochure. Nominations may be sent to the following address:
- **Last date for Receiving of nominations: 09.06.2025.**

Dr. Pulak Dhar
Asstt. Registrar
Room No #103, Raja Mohon Roy Administrative Building
Assam University, Silchar - 788011
Email:- drpulakdhar@gmail.com or pulak.dhar@aus.ac.in
Mobile No.:+91-7002840140;9435171255 →  whatsapp

10. GENERAL INSTRUCTIONS

- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their University/Institute for attending the training program.
- Assam University shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and AUS will not be liable for medical expenses incurred by the participants during the program.
- AUS will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The Guest house will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding laundry, telephone, room service, overstay etc. with the guest house before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by ASSAM UNIVERSITY at any point of time.



ASSAM UNIVERSITY
Silchar 788011

FORM FOR NOMINATIONS OF EXTERNAL CANDIDATE

Title of Programme: **Management Development Program (MDP-2025)**

Details of Nominated Participants:

Sl. No	Name	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					

Details of Nominating Authority:

Name:		Designation:	
Organization:		Contact Mobile:	
Address:		Email ID:	

Signature of the nominating authority with Official Seal

Details of Proof of payment of Programme fee (*RTGS/ NEFT Details; DD*):

Payment Particulars

- **ECS Payment Details:** ICICI Bank, A/c No. 526001000129, IFSC Code. ICIC0005260
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD should be drawn in the name of ASSAM UNIVERSITY payable at SILCHAR
- Programme Fees per Participant to be paid in advance



ASSAM UNIVERSITY
Silchar – 788011

REGISTRATION FORM FOR INTERNAL CANDIDATE

Title of Programme: **Management Development Program (MDP-2025)**

1	a. Name (in block letters of applicant)	
	b. Date of birth	
2	Deptt/Section where posted	
3	Date of Joining in the university	
4	Educational qualification	
5	Technical qualification (if any)	
6	Any training program of IGot-Karmayogi attended : if yes, please state	
	Food choice (please tick √)	Vegetarian <input type="checkbox"/> Non-Veg <input type="checkbox"/>
7	Mobile No.	
8	Email id	

The information given above is true to the best of my knowledge and belief.

Signature of the applicant with date

Recommendations of the HoD/Head of the Deptt/Section

Sri/Smt/Dr..... is hereby recommended to participate in the in house MDP-2025 and she/he will be relieved for the purpose of above mentioned training programme scheduled to be commenced from 17th – 21st June, 2025.

Signature with date & Seal