



# Training cum workshop programme On ACADEMIC ADMINISTRATION

Organized by:  
**IQAC**  
Nagaland University

**Venue:** Conference Hall, Lumami Campus, Nagaland University  
**Date:** 24<sup>th</sup> Sept-22<sup>nd</sup> October, 2020

### WHO CAN PARTICIPATE

Assistant Registrar/Section officer or Equivalent officer/any office staff working in Nagaland University can participate. The training will be provided as different modules on several topics. Any interested staff can also participate in any of the modules as per his/her interest. On successful completion of full course/at least one module course the certificate will be issued.

### Resource Persons

- Professor Dibyojoti Bhattacharjee, Director, IQAC, Assam University
- Dr. Gautam Chakma, Director, Distance Education Centre, Tripura University
- Dr. Biren Das, Registrar, Tezpur University
- Dr. Jay Narayan Nayak, Registrar, NEHU
- Mr. Rama Shankar Sharma, Finance and Accounts officer, NEIST, Jorhat

### TOPICS TO BE COVERED

#### Module 1: Acts, Statutes and Ordinance

Regulations/Functioning of university statutory bodies/conduct of statutory body meetings etc. (2 days)

#### Module 2: Service Rules

Recruitment and Promotion, CCS & CCA conduct rules, Disciplinary rules, Reservation Policy and Reservation Roaster, Pension, NPF, GPF & Retirement benefits, Leave rules, Pay & Fixation (4 Days)

#### Module 3: IQAC Functioning

IQAC rules and functions, NAAC Accreditation/AQAR/SSR, NIRF Ranking (2 Days)

#### Module 4: Academic and Examination

New Education Policy, Academic Planning, CBCS/Credit transfer policy/ SWAYAM MOOCS, Ph.D. Regulations (2 Days)

#### Module 5: Finance and Accounts

University Accounts, University Audit, Budget Preparation, GFR-2017 : Purchase guidelines, Purchase Procedure, CPPP, GeM, PFMS/EAT, Income tax, GST & Service tax (3 Days)

#### Module 6: Work Ethics, Soft Skill and Office Protocol

Professional Ethics, Leadership, Soft Skill, Grievance Redressal, Stress management, Gender Sensitivity at work place (3 Days)

#### Module 7: University Administration

University Planning and plan proposal, Management of distance education, Noting and Drafting, Maintenance of assets and its disposal (2 Days)

#### Module 8: RTI and Legal issues

University RTI, Legal issues related to university Administration (2 Days)

### ORGANIZING COMMITTEE

|   |          |
|---|----------|
| Prof. Pardeshi Lal<br>Vice-Chancellor         | Patron   |
| Dr. Abemo<br>Registrar                        | Chairman |
| Dr. Maongsangba<br>Controller of Examinations | Member   |
| Dr. Temjen<br>Deputy Librarian                | Member   |
| N. Albert Khizho<br>Deputy Registrar          | Member   |
| Er. YanrenthungEzung<br>Deputy Registrar      | Member   |
| Dr. Anthony V Richa<br>Deputy Registrar       | Member   |
| UtpalDuwarah<br>Deputy Registrar              | Member   |

### How to apply?

Kindly fill the form:

<https://argo.page.link/wshK4>

or Scan the QR code to fill the form:



### Working Committee

|  |                        |
|--|------------------------|
| Prof. Dipak Sinha<br>Director, IQAC        | Convener               |
| Mrs. Angunuo Khieya<br>Deputy Registrar    | Course<br>Co-Ordinator |
| Mr. Peter Ki<br>Public Relations Officer   | Member                 |
| Er. Zajamo Yanthan<br>System Administrator | Member                 |