



# Training cum workshop programme On **ACADEMIC ADMINISTRATION**

**Organized by:**  
**IQAC**  
Nagaland University

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

## WHO CAN PARTICIPATE

Officers, Staff and Faculty working in Nagaland University can participate in this training cum workshop programme. The programme will be conducted in the form of Modules on different topics. Those interested can participate in the entire training programme or in any of the Modules. On successful completion of the full course /at least one of the modules, the corresponding certificate will be issued.

## Resource Persons

**Dr. Biren Das**  
Registrar  
Tezpur University

**Dr. Jay Narayan Nayak**  
Registrar  
NEHU

**Mr. Rama Shankar Sharma**  
Finance and Accounts officer,  
NEIST, Jorhat

**Prof. Dibyojoti Bhattacharjee**  
Director, IQAC  
Assam University

**Dr. Gautam Chakma**  
Director  
Distance Education Centre,  
Tripura University

## 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, Official Correspondence, 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

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## Working Committee

Prof. Dipak Sinha  
Director, IQAC

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Public Relations Officer

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Er. Zajamo Yanthan  
System Administrator

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## How to apply?

Kindly fill the form available at:

<https://qrgo.page.link/wShK4>

or Scan the QR code to fill the form:

