



**Babasaheb Bhimrao Ambedkar University**  
(A Central University)  
Lucknow-226025, Uttar Pradesh INDIA



**Four Weeks Orientation-cum-Training Workshop**  
(In collaboration with UGC-HRDC, BHU)

on

**Management and Administration of Higher Education Institutions**

**For Administrative Personnel of Universities/Institutions 15-01-2020 to 11-02-2020**

**ABOUT THE WORKSHOP**

The role of the administrators is focused on the responsibility pertaining to the functional areas such as administration, planning, finance, student welfare, and reporting. Some of the important skills required for Administrator can be identified as leadership qualities, communication skills, human resource management, financial management etc. In this fast -changing globalized era, it has become imperative for all Administrative Officers to upgrade their know ledge and skills on a regular basis to achieve the objectives of the University as well as personal excellence. With an aim to provide updated know ledge on such issues, this workshop -cum-training programme is designed in collaboration with UGC-HRDC, BHU for administrative Officers of the University. This paves the way for continuous improvement in management and administration to prepare University administrative Officers to act as icons of the know ledge -driven economy with a strategic vision.

**PARTICIPANTS**

Administrative Staff of the Universities/Institution including Deputy Registrar, Assistant Registrar, Section Officers or other Administrative staff and University Teachers working in the University/ Institutes may attend this 4-week training programme. For participants from other Universities/Institute first-come-first-serve shall be the criteria of selection.

**PROGRAMME DATES**

The Programme is scheduled from 15<sup>th</sup> January 2020 to 11<sup>th</sup> February 2020. The session will start at 10.00 AM every day and will end at 4.00 PM. Working lunch shall be provided at the venue of the training.

**REGISTRATION**

All participants have to register for the programme from 13<sup>th</sup> December 2019 to 09<sup>th</sup> January 2020. The registration fee for the workshop-cum- training programme is Rs. 20,000/- (Rupees Twenty Thousand only) for each participant. This registration fee shall include training kit/assignments, tea, refreshments/working lunch. Travelling cost will be borne by the participants.

The registration fee can be paid through **Demand Draft/NEFT/IMPS** in favour of **"ORIENTATION AND FDP 2019, BBAU Lucknow"** at **Canara Bank**, BBAU Branch **(A/C No 2900101015036, IFSC: CNRB0002900)**. The payment confirmation receipt along with registration form must be sent to **workshopbbau@gmail.com**.

The registration fee of selected candidates is non-refundable. The certificate shall be provided to the participants only on successful completion of the training programme.

The last date for submission of registration fee along with filled-in registration form is 9<sup>th</sup> January 2020. (Scanned copy through e-mail followed by hard copy by post/hand). The scanned copy registration form duly forwarded by the employer along with registration fee remittance details/print copy must be sent to **workshopbbau@gmail.com**.

All communication with the participants shall be made via email by Organizing Secretary Dr Taruna, School for Management Studies, Babasaheb Bhimrao Ambedkar University (A Central University), Vidya Vihar, Raebareli Road, Lucknow -226025, Uttar Pradesh. Telephone 9415765841, 9125158986 Email: workshopbbau@gmail.com

**VENUE OF THE TRAININGPROGRAMME**

Babasaheb Bhimrao Ambedkar University (A Central University), Vidya Vihar, Raebareli Road, Lucknow -226025, Uttar Pradesh.



**Babasaheb Bhimrao Ambedkar University  
(A Central University)  
Vidya Vihar, Raebareli Road,  
Lucknow -226025**



**Registration Form  
Orientation-cum-Training Workshop  
(In collaboration with UGC-HRDC, BHU)**

on

**Management and Administration of Higher Education Institutions**

PHOTO

1. Full Name (**in block letters**) Dr/Mr/Ms.....
2. Father/Husband's Name.....
3. Mother's Name.....
4. Date of Birth.....
5. Category (**SC / ST / OBC / General / Minority**).....
6. i.) Gender.....(ii)Physically handicapped.....(**Yes / No**).....
7. (a)Department..... (b)Scale of Pay/Fixed Pay.....
8. a. University/College where employed.....  
b. If employed in College then University to which Affiliated.....  
c. **Specify that your University/Dept. is included under section 2(F) / 12(B) (a) University..... (b) Deptt.....**  
d. **Year of Affiliation with University under 12(B)**.....
9. Permanent Address (**Residential**).....  
.....Pin .....
- E-mail.....Phone/Mobile (**Office & Residence**) .....
10. **Employment:**  
(a) Designation).....  
(b) Date of Permanent/Regular Appointment, YY.....MM .....DD.....
12. i. Have you attend an Orientation Programme.....  
ii. Place & Date where attended.....
13. Any other information.....

Form for Orientation-cum-Training Workshop only should be submitted along with Fee receipt, payment made through Demand Draft / Net Banking/ other mode at (In Favour of "**ORIENTATION AND FDP 2019**",

**A/C: 2900101015036, IFSC: CNRB0002900, CANARA BANK, BBAU, LUCKNOW).**

Note: The payment confirmation receipt along with registration form must be sent to w\_orkshopbbau@gmail.com.

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**Signature of the forwarding authority  
under seal / of the office & date**

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**Signature with date**