

**A FOUR-WEEK CAPACITY BUILDING
PROGRAMME**

On
EDUCATIONAL ADMINISTRATION

**For Administrative Officers of
State/Central Universities/HEIs**

Organized by
Medicaps University, Indore
From May 04, 2026 to May 31, 2026



ABOUT THE CAPACITY BUILDING PROGRAMME:

Administrative leadership in the University system is the force which guides the University as a whole. Senior administrators are vested with the responsibility, whether derived by statute, charter or articles of incorporation, for ensuring that the institution and its members fulfil their educational, social and ethical mandates. Administrative leaders may or may not be leaders in either teaching or research but are respected for legal acumen, institutional knowledge and predictive powers. Such individuals are usually drawn into the institutional structure through appointment to senior administrative positions.

Historically, the role of the administrators has tended to focus on responsibility in functional areas such as administration, planning, finance, student welfare, and reporting. Some of the important skills required for Administrators can be identified as leadership qualities, communication skills, human resource management, financial management etc. In this fast-changing globalized AI era, it has become imperative for all Administrative Officers to upgrade their knowledge and skills to achieve the objectives of the University as well as personal excellence through continuous learning. With an aim to provide updated knowledge on such issues, the proposed training programme is designed for administrative Officers of the Universities and HEIs. This paves the way for continuous improvement in management and administration to prepare University administrative Officers to act as icons of the knowledge driven economy with a strategic vision.

FEEDBACK of 1st BATCH PARTICIPANTS

Name	Institution	Feedback
Toko Shama	North Eastern Regional Institute of Science and Technology	It was a wonderful programme that I had been waiting for a long time for my career progression. I am very thankful to Madicap University and Dr. P Siluvainathan, Registrar Madicap University for providing this great opportunity, which will help me perform my duties effectively and efficiently, and maintain good health.
Dr. Subhasis Bhattacharjee	GKCIET, Malda	At the conclusion the efforts of the Team Medicaps under leadership of Registrar Siluvainathan Sir and invited resource persons is highly commendable in capacity enhancement of Officer in Educational Institutions across the Country.
Dr. Huidrom Rully	Manipur Technical University, Manipur	Very insightful sessions with professionally relevant topics. The experts were highly knowledgeable and provided us with practical illustrations which will help us in enhancing our administrative skills.
Angom Teresa	Manipur Technical University	The four week training was comprehensive and all the topics were interesting. I extend my heartfelt gratitude to the organizing team for conducting the sessions on time without fail. A big thank you to Registrar Sir for being such a wonderful mentor to all. Thank you for everything.

Name	Institution	Feedback
Dr. Ranjana Jha	Indira Gandhi Institute of Development Research	4 week capacity building programme on Educational Administration was well-organized and informative. It provided valuable knowledge about the rules, regulation and practical insights relevant to centrally funded institutional administration and professional development.
Dr. T. RAVIKUMAR	The Gandhigram Rural Institute - Deemed to be University	First, I am very much thankful to the Most Respected and Hon'ble Vice Chancellor Sir and Respected Registrar sir of the Esteemed Medicaps University for arranging this wonderful programme for the Administrative officers of the Higher Education Institutions in India. I came to understand that the purpose of the Capacity Building Programme essentially required for the Promotion to the Deputy Registrar cadre from the Assistant Registrar ie., I am realizing the subject content designed for this programme fulfilled the requirements. The entire programme is well-designed, and the topics covered all aspects in the University Administration. Last week's topics were new to me; I equipped and enriched myself with new knowledge. All the resource persons were well-qualified experts in their topics, and all the sessions were informative and explanatory. I humbly request the Medicaps University Authorities to organize one more Capacity Building programme for University officers and also to conduct short-term training programmes for Non-Teaching staff working in the Administrative Sections of the Universities. My appreciation the Technical staff members behind this online programme hosted in fine manner and without any interruptions for four weeks.
Dr. Vinita Malik	Central University of Haryana	It has been the best training program I have ever attended

INSTITUTIONS PARTICIPATED IN FIRST BATCH:

Indira Gandhi Institute of
Development Research

Manipur Technical University

Central University of
Tamil Nadu

Jamia hamdard

Delhi Pharmaceutical Sciences and
Research University, New Delhi

GKCIET, Malda

The Gandhigram Rural Institute -
Deemed to be University

Central University of
Haryana

ICMR-NIRT

Assam University, Silchar

Islamic University of Science and
Technology Awantipora Kashmir

BBMKU

Nilamber Pitamber
University Palamu, Jharkhand

University College of Medical
sciences

IIT Dharwad, MoE, Govt of
India

National Institute of Advanced
Manufacturing Technology

North Eastern Regional Institute
of Science and Technology

Indian Institute of Information
technology Design and
Manufacturing (IIITDM) Kurnool

PARTICIPATION:

- Administrative Officers/ Assistant Registrar/ Section Officers or equivalent Officers working in the University/ Institutes (Central/State Government/Private) may attend this 4-week online training programme.
- The Batch size shall be 30 participants only.
- The online Registration for participants will be on first-come- first-serve basis.
- Certificates will be issued on successful submission of weekly assessments.

▶ PROGRAMME DATES:

- The Programme is scheduled from 04/05/2026 to 31/05/2026.
- There shall only one Session per day. Session will start from 03.00 PM and will be for a duration of 2 hours.

► REGISTRATION:

- All participants must register online for the programme from 02/04/2026 to 20/04/2026.
- The registration fee for the online training programme is Rs. 10000/- (Rupees ten thousand only) for each participant. Registration fee is non-refundable.
- The candidate must follow the registration link on University website to register for the programme.
- The registration fee of selected candidates is not refundable.
- Certificate shall be provided to the participants only on successful completion of the training programme as per prescribed rules.
- For any clarification, the candidate may send e-mail to admin.training@medicaps.ac.in
- All communications will be made through email only.

► TOPICS TO BE COVERED:

Educational administration includes:

- Advanced FRSR, CCS(Conduct) Rules, 1964 and CCS (CCA) Rules, 1965.
- GFR-2017 and Vigilance Manual
- Reservation policy, preparation of roster
- SSR, NIRF, NAAC, CBCS, IQAC
- UGC Regulations/VBSA Bill 2025
- SC/ST/OBC/PWD/EWS guidelines
- Preparation of Budget; Annual Accounts; Management of Tax, GST & Service Tax etc.
- Leave Management, Medical claims, GPF/NPS/UPS and other service Benefits
- Importance of Research Projects Management
- Admissions, Examinations and evaluation issues with the use of ICT use of Samarth & issues.
- Public Procurement and preparation of Tender Document; Procurement through GeM; Material Management
- Time Management, Work-life Balance & Yog
- Contract management
- APAR/ACR, Leave rules
- Valuation of building projects through HEFA, depreciation
- Advanced RTI, IT Act & Cyber Security
- NEP 2020 etc.,
- ERP & AI in Administration
- IKS and University Administration

PROGRAMME COORDINATOR:

Prof. P. Siluvainathan
Registrar,
Medicaps University

(Former Registrar of Indira Gandhi National Tribal University, Amarkantak and Former Sr. Principal Scientist & Head, Planning, Monitoring and Coordination, CSIR-CFTRI, Mysuru)

ORGANIZING COMMITTEE:

Dr. A.A. Koser, Dean of Academic Affairs

Dr. Prashant Panse, Dean of Digitalization

Dr. Sanjay Dhare, CFAO

Dr. Manish Chandwani, Deputy Registrar

Shri Sanjeet Kumar Srivastava, Assistant Registrar

► ADDRESS FOR COMMUNICATION:

Prof. P. Siluvainathan

Registrar,

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admin.training@medicaps.ac.in

Registration Form

A FOUR-WEEK CAPACITY BUILDING PROGRAMME

On

EDUCATIONAL ADMINISTRATION

Name of the Employee

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Designation

.....

Gender

.....

E-mail ID

.....

Contact number (s)

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Name of the University/ Organization:

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Status of the Organization: Private/State/Central

.....

Official address with phone number & e-mail ID

.....

Registration fees to be paid through Net Banking

.....

/online to University bank A/C

Link will be made available @ www.medicaps.ac.in

DECLARATION

I have intimated / taken permission from my University/ Institute to attend this training programme (online mode) for the entire duration of four week.

Place:

Date

Name & Designation