

A FOUR-WEEK CAPACITY BUILDING PROGRAMME

On

EDUCATIONAL ADMINISTRATION

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

Organized by
Medicaps University, Indore
From February 16, 2026, to March 15, 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.

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 100 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 16/2/2026 to 15/03/2026.
- There shall only one Session per day. Session will start from 03.00 PM and will for a duration of 2 hours.

► REGISTRATION:

- All participants must register online for the programme from 21/01/2026 to 10/02/2026.
- 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:

- FRSR, CCS(Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 including
- GFR-2017 and Vigilance Manual
- Reservation policy, preparation of roster
- SSR, NIRF, NAAC, CBCS, IQAC
- UGC Regulations
- 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
- Research Projects Management
- Admissions, Examinations and evaluation issues with the use of ICT
- 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
- 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

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Registration Form

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Name of the Employee _____

Designation _____

Gender _____

E-mail ID _____

Contact number (s) _____

Name of the University/ Organization: _____

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