

STATE LEVEL WORKSHOP ON  
Skill Development in Academic Administration

November 11-12, 2017

REGISTRATION FORM

Name: Mr./Ms/Dr/Prof: .....

Academic Qualifications: .....

Designation : .....

University : .....

Phone No. with STD code: .....

Mobile No : .....

E mail : .....

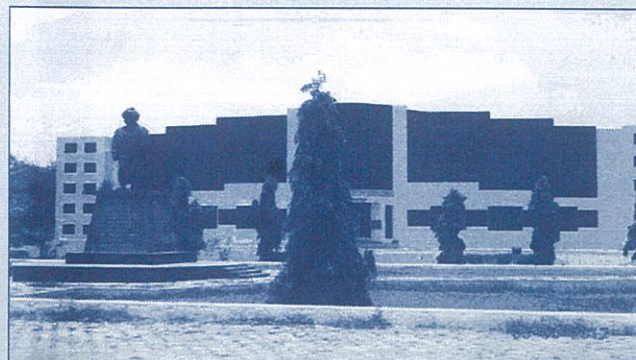
Accommodation Required : Yes / No

If yes: From date:..... To dated :.....

Signature of Applicant : .....

(Signature and Designation of  
the Competent Authority)

Photocopies of the Registration form may be used. Registration  
form can also be downloaded from Mohanlal Sukhadia  
University website : <http://www.mlsu.ac.in>



ACCOMMODATION

The accommodation will be provided in University Guest House on twin share basis @ Rs. 200/- per day. Registration fees is to be deposited in cash along with delegate's Registration Form. Limited rooms are available in university guest house therefore, remaining participants will be accommodate in economic class hotels.

DELEGATION FEE

The Registration fee for the Workshop is Rs. 500/- ( Five hundred only ), required to be deposited while Registration.

PROGRAM

Lecture sessions, Group Discussions, Brain Storming Sessions.

PARTICIPATION

Registrars, Deputy Registrars and Assistant Registrars, Controller of Examinations, Account officer, Finance Officers, Deputy Finance Officers.

TA / DA

The travel expenses will have to be borne by the participants/ sponsoring institute. The participants requiring guest facilities may contact.

**Sh. Mukesh Barber**  
Assistant Registrar (GAD)  
Mohanlal Sukhadia University  
Udaipur 313001, Rajasthan, India  
Mobile: +91 9413217856 | E-mail: mukeshbarber@gmail.com  
Website : [www.mlsu.ac.in](http://www.mlsu.ac.in)

STATE LEVEL WORKSHOP OF  
UNIVERSITY OFFICERS

Theme

SKILL DEVELOPMENT IN  
ACADEMIC ADMINISTRATION

November 11-12, 2017



Organized by:  
**Mohanlal Sukhadia University**  
Udaipur (Rajasthan)  
(NAAC Accredited 'A' Grade State University)  
Website: [www.mlsu.ac.in](http://www.mlsu.ac.in)

## INTRODUCTION

Administrative staff are the central nerve of any university which help to conceive the kind of services the university can render to develop and implement plans needed to achieve the goals and make adjustment between plans and reality.

Administrative staff have to undertake a wide range of activities related to admission of student, recruitment of staff/teacher, administering their condition of services, course development, course delivery, implementation of course/programme and administering its finance etc.

All above activities are interlinked and interdependent. University administration is such a large process where completion of a section's work depends upon the completion of work of other ends and the work proceeds further step by step. Thus there is not a single activity that can be viewed in isolation. At the same time the size and complexity of universities have grown to the extent that some of them are equal to large business organizations. Therefore a perfect coordination among all the units involved in university administration is utmost necessary for achieving the objects of the university.

The world around us is changing very fast. Everybody moving toward knowledge society where each person can be connected to any other person in the world through the networking. The rapid pace of globalization, liberalization and privatization has also largely influenced on various dimension of university system. Introduction of information technology drastically changes the living and working style of people. But the universities are still using traditional and time consuming procedures. Thus there is an urgent need for universities to change their outlooks and plan for proper strategies to cope with new technologies, system and innovations therein.

The present workshop is an endeavor to provide opportunities for senior administrators to make administration technology friendly, develop positive attitude in respect of interpersonal relationship and provide dynamic leadership in university planning administration and management.

## MAIN THEMES

- ◆ **Knowledge Component:** University management; office administration and supervision; management of innovation and change; need and scope of staff development and other related matters.
- ◆ **Skill Component:** Method-study and work-study; record management and filing system; effective writing; noting and drafting; use of computers; reservation policies; disciplinary proceedings, financial management, organizing student support services, redressal of grievances of stakeholders, dealing with RTI matters.
- ◆ **Attitude Component:** Human resource development; morale and motivation; interpersonal relationship; public relations; effective leadership styles.
- ◆ **Resource Generation:** Ways and means of augmenting the existing resources to meet the growing demand.

*Filled registration form along with the registration fee in cash be deposited and for queries, if any, may be addressed to:*

**Dr. R.C. Kumawat**

*Controller of Examinations*

Mohanlal Sukhadia University  
Udaipur 313001, Rajasthan, India  
Mobile: +91 9461016229

E-mail: [coe@mlsu.ac.in](mailto:coe@mlsu.ac.in) | Website : [www.mlsu.ac.in](http://www.mlsu.ac.in)

## MOHANLAL SUKHADIA UNIVERSITY

Mohanlal Sukhadia University, Udaipur is named after the renowned and very vibrant Chief Minister of Rajasthan Late Sh. Mohanlal Sukhadia. It is the first University in the state accredited with 'A' Grade by NAAC. It is one of the prestigious University of Rajasthan, functioning as an important academic centre since 1962. It is a multifaceted University and imparts higher education in Humanities, Social Sciences, Basic Sciences, Commerce, Law, Geology, Education, Pharmacy and Management Studies. Several Certificates and Diploma Courses are also run by the

University. The University has developed vertically and horizontally. It has 33 Post Graduate Departments, 255 affiliated Colleges scattered in Udaipur, Dungarpur, Banswara, Chittorgarh, Rajsamand, Sirohi and Pratapgarh districts.

## UDAIPUR CITY

Udaipur is one of the most beautiful city and a hot tourist destination in Rajasthan. Known as the city of lakes, valleys and mountains, it is situated in southern part of Rajasthan. It is surrounded by Aravali Hills and knows for its old temples, palaces and monuments. It has been ranked for its beauty as first in Asia and seventh in the world. Its history is replete with thrilling tales of valour and self sacrifice of Maharana Pratap. Udaipur has been inspiration of country's artists, architects and poets over the years. There are several places of interest around Udaipur including the majestic hill forts of Kumbalgarh (80 km.), Chittorgarh (110 km.), beautiful historic temples of Ranakpur (90 km.), Ekling ji (24 km.), Nathdwara (50 km.) and the lakes of Jaisamand (55 km.) and Rajsamand (65 km.) which make the visit to Udaipur city and its surrounding a memorable event.

## ORGANIZING COMMITTEE

**Patron**

**Prof. J.P. Sharma**

*Vice-Chancellor*

**Members**

**Sh. H.S. Bhati, RAS**  
*Registrar*

**Er. A.S. Khan**  
*University Engineer*

**Dr. G.L. Vasita**  
*Sr. Account Officer*

**Sh. Girsh Kachhara, R Acc.S**  
*Comptroller*

**Sh. H.K. Meena**  
*Deputy Registrar (Exam)*

**Sh. Mukesh Barber**  
*Assistant Registrar (GAD)*

**Organizing Secretary**

**Dr. R.C. Kumawat**  
*Controller of Examinations*