

## **Short term Course on “Academic Administrators”**

**September 18 – 19, 2016**

**Organized by**

UGC-HRDC, Pt. Ravishankar Shukla University  
Raipur 492010, Chhattisgarh, India

**Course Coordinator: Prof. A. K. Srivastava**

Applications are invited (through proper channel) from interested College / University teachers, academic administrators and staff, for the Short term Course on “Academic Administrators” till 14<sup>th</sup> September 2016. Application form may be downloaded from the website: [www.prsu.ac.in](http://www.prsu.ac.in)

### **Theme: Enhancement of Administrative Skills**

The success of every organization depends upon the administrative skills among administrators and supporting staff. The objective of this program is to develop the administrative skills and awareness among those who are directly and indirectly involved in the administration of higher education institutions. An attempt is made by this program of UGC-HRDC of Pt. Ravishankar Shukla University, Raipur to train and enhance administrative skills among college and university teachers, supporting staff and principals.

**Target Group for the Course:** College/university teachers, principals and their supporting staff, working in universities and affiliated colleges are invited to participate in the course. (For details visit <http://www.ugc.ac.in/XII-Plan-HRDC-Guidelines>)

**Guidelines for the participants:** Participants from universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit to be included under Section 12 (B), may be invited to participate in the course. Participants from colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a university for at least two years, will be permitted to participate in the course. However, they won't be paid TA/DA and other allowances for attending the course.

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**Voice:** +91-9754233057; 9827159831; 9406030873; 9424215539  
**Website:** [www.prsu.ac.in](http://www.prsu.ac.in)

**Venue:** UGC-HRDC Lecture Hall, Pt. Ravishankar Shukla University, Raipur.

### **Note:**

01. For registration, each participant will report to the Section Officer (HRDC) at 10.30 a.m. on the date specified in the selection letter along with relieving order of the Institution.
02. Applicants have to pay a Registration fee of Rs. 1,000/- (non refundable) in the shape of demand draft drawn in favor of the Registrar, Pt. Ravishankar Shukla University, Raipur, payable at Raipur (C.G.) along with acceptance.
03. To start the course minimum 30 participants have to enroll, otherwise course will not start.

**(Prof. A. K. Srivastava)**