



# UGC - Human Resource Development Centre

(formerly Academic Staff College)

**Sardar Patel University**

Vallabh Vidyanagar - 388 120, Gujarat

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## ANNOUNCEMENT

### Short Term Course “Promoting Administrative Efficiency” (17<sup>th</sup> October to 19<sup>th</sup> October, 2019)

This is for the kind notice of the concerned persons that the UGC-Human Resource Development Centre of Sardar Patel University has scheduled UGC approved Three Days **Short Term Course “Promoting Administrative Efficiency” from 17<sup>th</sup> October to 19<sup>th</sup> October, 2019 (Thursday to Saturday)** as per the UGC guidelines.

This programme is designed for administrative staff of Universities, Colleges and other educational institutes of higher education. It is explicitly intended to enable the staff to have an impact and enhance the support that they provide to learning and teaching at their institute of higher education. The clear intention of the programme is impact, rather than simple attendance and participation. To achieve this, the attendee must do something to improve the support for learning and teaching, and provide evidence of their actions.

The programme aims are to:

- Support participants to effect change that impact on learning and teaching in their institution.
- Facilitate reflection on practice as a means for learning and for planning continuing professional development.

**Coverage** of this programme will include Directive principles of smooth and effective functioning, Work culture, University Act / Statute / Ordinance / Regulation / Resolution and Various Authorities, Dealing with MHRD / UGC / State Govt. education department etc., Financing and Budgeting of Higher Educational Institutes, NAAC and Quality Framework, Service Rules and Professional Ethics in Higher Education System, various CSS like RUSA, NMTT, NMEICT, XII<sup>th</sup> FYP and their usefulness in development of HEIs.

**Expected outcome** this programme, including a successful project, you will be able to:

- Show how your role supports your institution’s learning and teaching mission and appropriate strategies, including quality considerations
- Use your specialist knowledge and skills to support learning and teaching within a higher education context
- Use your interpersonal and personal skills in the organisation and management of your project
- Identify your own professional development goals, directions or priorities, review your development and practice, and the relations between them, and plan your continuing professional development

All Administrative staff of University and Colleges working in any section are encouraged to apply online for this programme. As this is a UGC approved programme, fill online application form from our website [www.hrdespu.ac.in](http://www.hrdespu.ac.in) and send the filled-in application form with non-refundable registration fee of Rs. 1000/- through DD in favour of “**The Director, UGC Human Resource Development Centre, Vallabh Vidyanagar**”. Also prescribed application form can be downloaded from our website. The duly forwarded application form with registration fees should reach to our office on or before **10/10/2019**. The timing of the course would be from **10.00 to 05.15 p.m.**

TA/DA as per UGC norms. Reference Materials etc. as per UGC/University rules.

Prof. (Dr.) Ashok Shanubhogue  
Hon. Director