

**UGC-Human Resource Development Centre
Jadavpur University
Kolkata-700098**

Notice

Date: March 6th, 2017

Sub: 2-day workshop on “University Management in 21st Century”, from March 17-18, 2017.

Dear Sir / Madam,

UGC-HRDC at Jadavpur University, Kolkata is going to organize a **2-day training cum workshop** entitled as “*University Management in 21st Century*”, from March 17-18, 2017. This workshop is designed to update the academic officers for the betterment in managing the academic institution like universities, *etc.*

During the course of this workshop various aspects of University administration will be discussed and deliberated *viz.* University acts, University laws, Resource management, Capacity building, Time & Stress management, Team building, Communication skills, E-governance, *etc.* We believe that this workshop would be able to address the queries and concerns of officers who are actively engaged in serving the various stakeholders of a University. This workshop would be helpful for the further advancements of the knowledge to those officers, who are working at various academic and non-academic departments of the University. Therefore, we solicit your support for the circulation of this information at your University as well as to encourage the officers of the University to attend the above mentioned workshop.

Interested candidate may visit our website (<http://www.jaduniv.edu.in>) and search for UGC-Human Resource Development Centre icon on the website to download the application form and submit the filled application form & duly forwarded by appropriate authority to **The Director, UGC-Human Resource Development Centre, Jadavpur University, Salt Lake Campus, Block-LB, Plot-8, Sector-III, Kolkata-700098.** You can also submit your application duly filled and forwarded by appropriate authority to the following **e-mail address: ugchrdcju@outlook.com** as well as to **sanjaygopalg@rediffmail.com**.

Please note that there is no registration fee for attending this workshop and no TA/DA will be paid.

In case you need any other information please do not hesitate to contact us either by mail or by e-mail. We are also available on the following phone numbers: **(033) 2335-9349; (m) 869-797-7343.**

Looking forward to your kind support.

Yours sincerely,

Dr. Sanjay Gopal Sarkar

Joint Registrar (Academic)

&

Course Coordinator

UGC-Human Resource Development Centre

Jadavpur University

Kolkata