

### WHO CAN APPLY:

All Class I, II and III full-time administrative staff of non-agricultural Universities and his affiliated colleges from Maharashtra state only.

### SELECTION:

Selection will be based on first-come-first-serve basis. Number of seats are limited. Registration link will be closed after completion of targeted seats of programme.

Maximum Four Persons are allowed from University Campus and only two persons are allowed from affiliated Colleges.

The Rights for selection of participants and make any changes in schedule of programme or to cancel the program are reserved by University.

### HOW TO APPLY:

Eligible persons can apply through google form link after receiving relieving letter from the institute and fees payment.

For more details visit University website:  
[www.srtmun.ac.in](http://www.srtmun.ac.in)

### Registration link:

<https://forms.gle/yEDakYABbkj9XZJt5>



### IMPORTANT DATES:

Start of Registrations	08 <sup>th</sup> February, 2025
Last Date of Registrations	23 <sup>rd</sup> February, 2025
Registrations with Late Fees	28 <sup>th</sup> February, 2025
Programme dates	10 <sup>th</sup> -12 <sup>th</sup> March, 2025

### REGISTRATION FEES:

Category	Registration Fees	Late Registration Fees
Administrative Staff Class- 1, Class- 2 & Class- 3	1500	2000

Bank details for payment of registration fees:

Account Name: **The Finance and Accounts Officer,**  
SRTM University, Nanded.

Bank: **IDBI Bank,**

Branch: **Vazirabad, Nanded.**

Account Number: **500104000028422**

IFSC: **IBKL0000500**

### Important note :

- Registration fees includes registration kit, working Lunch and refreshments.
- Registration fees does not include accommodation. Accommodation will be provided to outstation participants on the payment basis at University Guest House

### ACCOMODATION:

The outstation participants will be provided accommodation at University guest house (subject to availability). However; they will be required to pay charges



## Swami Ramanand Teerth Marathwada University, Nanded

(Vishnupuri, Nanded – 431 606, Maharashtra)

Website: <http://srtmun.ac.in>

**Internal Quality Assurance Cell**

Organizing

**Professional Development  
Programme for Administrative Staff**  
( 10<sup>th</sup> -12<sup>th</sup> March, 2025)



### Venue:

Senate Hall, Main Administrative Building,  
S.R.T.M. University, Nanded

### **Chief Patron**

**Hon. Dr. Manohar Chaskar**

Vice-Chancellor

### **Patron**

**Prof. Dr. Dnyaneshwar D. Pawar**

I/c Registrar

### **Convenor**

**Prof. Dr. Balaji S. Mudholkar**

Training & Placement Officer

### **Co-Convenor**

**Dr. B. Surendranath Reddy**

Director, IQAC

### **Organizing Committee**

Mr. Venkat P. Ramtirtha	Dr. Laxmikant V. Aglawe
Mr. Ramdas D. Pedewad	Mr. Shivaji D. Chandane
Mr. Vinayak B. Bhosle	Mrs. Jayashri C. Mhaisekar
Mr. Anirudha M. Rahegaonkar	Mr. Madhukar U. Alse
Mrs. Hemlata Patil,	

### **Contact Persons**

<b>Prof. Dr. B. S. Mudholkar,</b>	<b>Mr. Shivaji D. Chandane,</b>
Mobile: 9021825131	Mobile: 9921509594

Email: [registrar@srtmun.ac.in](mailto:registrar@srtmun.ac.in) , [tpo@srtmun.ac.in](mailto:tpo@srtmun.ac.in)

### **About SRTM University, Nanded:**

Swami Ramanand Teerth Marathwada University, Nanded was established on September 17<sup>th</sup>, 1994 by the Government of Maharashtra. The University caters to the southern part of the Marathwada region of Maharashtra covering four districts namely, Nanded, Latur, Parbhani and Hingoli. This university obtained 2(f) and 12(B) recognition of UGC and achieved recognition, name and fame at the state, national and international level in the area of academic, research and innovation and extension activities. NAAC re-accredited 'B++' grade with CGPA 2.96 to University.

University has 14 schools on main campus, 4 schools at sub-campus, Latur and a sub-campus at Parbhani; a constituent college New Model Degree College at Hingoli and academic and research centres like Dr. Babasaheb Ambedkar Chair and Study Centre, Shri Guru Govind Singhji Adhyasan Sankul and Research Centre, Women's Study Centre at the main campus and Late Uttamrao Rathod Tribal Development and Research Centre at Kinwat. University has 300 plus affiliated colleges under its jurisdiction offering 146 programmes with student strength of 1.63 lakhs and 4000 plus students through distance education mode offering programs in science and technology, humanities, commerce and management and interdisciplinary studies. University hosts more than 70 foreign students across five countries. University received financial assistance from RUSA, DST, UGC, etc. for development of academic infrastructure amenities, research and extension activities. Teachers have invented, patented and commercialized many ideas. Teachers have got research projects worth Rs. 12.5 crores, whose academic and social value is remarkable. Teachers and students have many publications in peer reviewed journals to their credit and received recognition at the national and international level.

### **About the Professional Development Programme:**

Training programme is the field which is concerned with organizational/University activity aimed to improve the performance of individuals and groups in organizational/University setting. It is a combined role often called human resources development (HRD) meaning the development of "Human" resources to remain competitive in the marketplace. Training focuses on doing activities today to develop employees for their current jobs and development is preparing employees for future roles and responsibilities. It carries out an analysis that the objective of training programme is to reative learning organizations. Which ensure that employees through value addition can effectively perform their jobs, gains competitive advantage and seek self-growth: this measurable performance resulting from good training and development, shall enhance organization development? It is a process transferring information and knowledge to employers. It is equipping employers to translate that information and knowledge into practice with a view to enhancing organization effectiveness and productivity, and the quality of a management of people. It should be considered along with education policies and systems which are crucial to the development of human resources.

### **Objectives of the Programme:**

- To enhance computer related skills.
- To develop positive attitude and behavior of the employees towards organization.
- To improve the work culture in the University/College by promoting ethics and moral values amongst the employees.
- To increase the work efficiency and effectiveness of the employees working in the University/colleges
- To understand report writing, official note and official communication.
- To understand University Act, Statutes, MCSR, Ordinances, GR, etc.