



Centre for Academic Leadership and Education Management (CALEM)

(Under the Scheme of PMMMNMTT HRD Ministry, Govt. of India, New Delhi)

Aligarh Muslim University, Aligarh – 202002 UP (India), Phone No. 0571-2400991

Time Table

THEME OF THE COURSE: 06 DAYS TRAINING PROGRAMME ON ACADEMIC LEADERSHIP
(Registrars/Finance Officers/Controller of Exams/Directors of Board of University and College Development/ State Govt. Officials/ Members of Statutory Bodies)
(10th – 16th April, 2019)

Project Coordinator : Professor A.R. Kidwai, Director, UGC HRDC, AMU, Aligarh
Assistant Project Coordinator : Dr. Faiza Abbasi, Assistant Professor, UGC HRDC, AMU, Aligarh
Course Coordinator : Dr. S. Mahdoo Ariffa, Principal, Crescent College of Education for Women, Madurai, Tamil nadu

6 Days for Registrars and finance Officers/ Controller of Examinations/ Directors of board of University and College development/ State government officials/ members of Statutory Bodies.				
Day /Date	9.30 A.M – 11.00 A.M	11.30 A.M – 1.00 P.M	2.00 P.M – 3.30 P.M	4.00 P.M – 5.30 P.M
DAY – 1 10.04.2019	Stories of Institutional Excellence (International/Indian): A Governance perspective.	Distributed Leadership and diffusion of authority for effective governance	Emotional intelligence for Academic Administrators	The art and Science of Motivation
Resource Persons	Dr. Haider Yasmeen Director, Center for Academic Leadership, BSA Crescent Institute of Science and Technology, Chennai.		Dr. Sudhakaran, Professor and Director (Academics) School of Social Studies, Tamilnadu Open University, Chennai.	
DAY – 2 11.04.2019	Financial management and resource mobilization - 1	Financial management and resource mobilization - 2	Effective communication with key external stakeholders	Managing student activism: learning from case studies
Resource Persons	Dr. Karthikeyan, Dean & Controller of Examinations, Vivekanandha College, Madurai.		Mr. R. Raja Govindasamy, Former Principal Thiagarajar Arts and Science college, Madurai; Former Director, Mannar Thirumalainai college, Madurai	
DAY – 3 12.04.2019	Managing effective public relations and building the institutional brand	Infrastructure and establishment Management in Universities: Experiential insights and Lessons	LUNCH	Improving Accountability of University support staff
Resource Persons	Dr. David Amirtharaj, Principal, Aringar Anna College, Krishnagiri, Former Dean College Development Council, Madurai Kamaraj University. Madurai		Dr. David Amirtharaj, Principal, Aringar Anna College, Krishnagiri, Former Dean College Development Council, Madurai Kamaraj University. Madurai	
DAY – 4 13.04.2019	Technology for quality in Higher Education	Efficient and transparent management of examinations	Technology for effective governance	Establishing and running effective grievance redresses systems
Resource Persons	Dr. S. SENTHILNATHAN Associate Professor of Educational Technology & Director i/c, UGC - HRDC, Bharathidasan University Tirchi - 620 023	Dr. Shanmugaiah, Former Registrar & Controller of Examination, Madurai Kamaraj University, Madurai.	Dr. S. SENTHILNATHAN Associate Professor of Educational Technology & Director i/c, UGC - HRDC, Bharathidasan University Tirchi - 23	Dr. Anbalagan, Assistant Regional Director, IGNOU Madurai Regional Centre, Madurai.
DAY – 5 15.04.2019	Best Practices in Higher Education	Quality Assurance in Higher Education	Understanding UGC regulations: A discussion	Creating a green campus: Experiential Lessons and Insights
Resource Persons	Major. Syed Sahabudeen, Principal, Vaniambadi Islamia College.		Dr. Kannan, Prof. & Head Dept. of Environmental Studies, School of Energy, Environment & Natural Resources, Madurai Kamaraj University, Madurai.	
DAY – 6 16.04.2019	Challenges and Opportunities in Higher Education		Group Work	Experience Sharing & Valedictory
Resource Persons	Prof. Mohamed Ali, Principal, Majllis Arts and Science College, Puramannur, Mallapuram, Kerala.		Dr. S. Vincent, Former Professor, Arulanandhar College, Madurai	Janab. Mohamed Hassan, Secretary, All India Islamic Foundation, Chennai.



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List of Participants

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(Registrars/Finance Officers/Controller of Exams/Directors of Board of University and College Development/
State Govt. Officials/ Members of Statutory Bodies)
(From 10-04-2019 to 16-04 -2019)

Project Coordinator : **Professor A.R. Kidwai**, Director, UGC HRDC, AMU, Aligarh
Assistant Project Coordinator : **Dr. Faiza Abbasi**, Assistant Professor, UGC HRDC, AMU, Aligarh
Course Coordinator : **Dr S. Mahdoom Ariffa**, Principal, Crescent College of Education for Women
Kallampatti, Madurai-14 (TN)
Venue : **Crescent College of Education for Women**, Kallampatti, Chathrapatti Post Natham,
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40.	Mr. Manikandan. G	Member of Statutory Body	Dept. of Tamil, Royal College of Education, Madurai	3/271-3, Arumugam Nagar, Airport Road, Tirumangalam(P.O), Madurai – 625706, tmgmanikandan@gmail.com 9943320357		M/OBC
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SC	ST	OBC	Minorities	General	Local	Outstation	Total	Total Participants
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CRESCENT COLLEGE OF EDUCATION FOR WOMEN, MADURAI

**Report on Six Day Training Programme on Academic Leadership from
10th April to 16th April 2019.**

Centre for Academic Leadership and Education Management, Aligarh Muslim University, Aligarh sponsored the 6 days Training Programme for Registrars and Finance Officers / Controller of Exams / Directors of Boards of University and College Development council was conducted from 10th April to 16th April 2019 at Crescent College of Education for Women, Madurai. The total participants enrolled for the programme was 48. Only 42 participants attended the programme. The report of the six days programme is as follows.

Activities of the Day 1 (10.04.2019)

The programme was started with Prayer recited by Mansuiya followed by Tamil Thai Vazhthu. Our Programme co-ordinator Dr. S. Mahdoom Ariffa, Principal, Crescent College of Education for women welcomed the gathering and introduced the resource person.

During the First session **Dr. Haider Yasmeen, Director, Centre for Academic Leadership, BSA Crescent Institute of Science and Technology, Chennai** handled the topic on “Stories of Institutional Excellence (International / Indian): A Governance Perspective”. The second session was followed by her on the topic “Distributed leadership and diffusion of authority for effective governance”. She highlighted the importance of different types of leadership roles, and functions of an effective leader through many videos.

The Third session was handled by **Dr.Sudhakaran Professor and Director Academic School of Social Studies, Tamilnadu Open University, Chennai** in the topic “Emotional Intelligence”. He dealt about the meaning of Emotional intelligence and also about the Primary and Secondary emotions. He has conducted the emotional intelligence test to all the participants and from the result he interpreted the importance of balancing our emotions. He explained how it influences our day to day life and as a leader how to balance our emotions through various methods. The Fourth session was followed by him on the topic “The Art and science of motivation”. During the session he quoted the intrinsic and extrinsic motivation, the influence of motivation through case history. The session ended with feedback.

Activities of the Day 2 (11.04.2019)

The second day programme was started with prayer and Tamil ThaiValthu. During the first session **Dr. Karthikeyan, Dean and Controller of Examinations, Vivekananda College, Madurai,** gave a clear input on Embracing the unknown “Financial management and Resource Mobilisation”. He highlighted the importance of NIRF and Academic Audit in maintaining the quality among higher educational institutions in India. He gave a thorough knowledge to the professors about minor and major project grants for travels etc. The second session started after a small break. He meticulously pointed out various funding agencies for higher education like RUSA, ICSSR, UGC. He also expounded the three types of resources such as Physical, Financial and Human resources.

In the afternoon the Third session was started by **Mr. R. Raja Govindasamy, Former Principal, Thiagarajar Arts and Science College, Madurai, Former Director, Mannar Thirumalainaikar College, Madurai**. He gave the clear picture about “Internal and external stakeholders” and how far the communication acts as a paramount importance in achieving the goal effectively. Fourth session was continued by Mr. Raja Govindasamy on “The case study of various institutions” involved in community service programme. Especially he asked the participants from various colleges to present the community services or extension activities. He stressed importance of higher instructions in extending the hands towards the needy Indian society of the day. The session ended with gaining proficiency on various topics dealt.

Activities of the Day 3 (12.04.2019)

The Third day started with prayer and Tamil ThaiValthu. The session was started by **Dr. DavidAmirtharaj, Principal, Aringar Anna College, Krishnagiri, Former Dean College Development Council, Madurai Kamaraj University on the topics “Managing effective public relations and Building the Institutional brand, Infrastructure and establishment Management in Universities”**. He quoted the institutional relation, role of management in maintaining good relationship with public, capacity building and value based education. He gave more acronyms to recognise the concept. Some of them are SMART, COOL, AIDA and SYMBOL. He quoted his own example with his life for “Transparency in Procurement and Tendering”. He quoted many tips and agencies for receiving quotation especially GEM.

Activities of the Day 4 (13.04.2019)

The fourth day was started with regular proceedings and **Dr. Senthil Nathan, Associate Professor in Educational Technology, Director In-Charge UGC-HRDC, Bharathidasan University, Trichy**, took over the first session on the topic “Technology for quality in Higher Education and Effective Governance”. He clearly defined OER. He stressed the vital crucial and inevitable role of Technology. He mentioned the different ages like information age, computer age, digital age, knowledge age and artificial intelligent age. He also stressed the three important E’s Enabled, Engaged and Empowered which is highly essential for empowering Higher Education.

Next session was handled by **Dr. Shanmugaih, Former Registrar & Controller of Examination, Madurai Kamaraj University, Madurai**, on the topic “Efficient and Transparent Management of examinations”. He explained the structure of examination, responsibility of providing platform to improve the performance of the students in difference spheres, conducive to individual excellence.

In the afternoon, the third session was continued by **Dr. Senthilnathan**, on topic “Technology for Effective Governance”. He put together the various web portals like Swayam, ARBIT, GYANDharshan, EKALAIVA, E.Pathsala virtuals labs, Blogs, Podcost, Digital library etc which come as a helping hand for the effective governance.

The forth session was handled by **Dr. Anbalagan Assistant Regional Director, IGNOU, Madurai region** on the topic “Establishing and Running Effective Grievance Redresses Systems”. He

addressed the group regarding good governance, challenges and maintaining effective grievances redresses mechanism and promote quality in higher education. He clearly discussed the components, causes and nature of GRS system. Finally he said about the UGC notification about GR system.

Activities of the Day 5 (15.04.2019)

The Fifth day of the training programme was started by **Dr. Syed Shahabudeen, Director, Islamia College, Vaniampadi**. In the First and Second sessions he lectured on the topic “Best practices in Higher Education and Quality Assurance in Higher Education”. He dealt in depth about the scenario of the present education system, and various Bench marking systems adopted in various colleges. As a member of NAAC visiting team he clearly emphasised on the various criteria of NAAC and Self Appraisal Report. He poured much of ideas relating with case studies. He divided the group in to 5 and brainstormed the participants to list the various best practices practiced in their own colleges. Every group came up with various ideas and it was shared by all. The session gave a significant hands-on experience to the participants. The session was useful and purposeful. The resource person made the sessions so lively and effectively.

During the afternoon session **Prof. Kannan, Prof. & Head Dept. of Environmental Studies, School of Energy, Environment & Natural Resources, Madurai Kamaraj University, Madurai**, gave various ideas about “The knowledge of UGC regulations”. Through effective interactions participants cleared their doubts. The last session was followed by him on the topic “Green Campus”. As an Environmentalist he noted the effects of Global Warming, Green-House effect, Water Management system, and Carbon-Cycle. He stressed the importance of plantation of trees in the campus which helps us to get purify oxygen in our Environment. He gave some agencies supplying free plants to create a Green Campus. The session was ended with thought provoking ideas. Participants also voluntarily enrolled them to save the natural resources.

Activities of the Day 6 (16.04.2019)

The last day Morning session was started by **Prof. Mohamed Ali, Principal, Majllis Arts and Science College, Puramannur, Mallapuram, Kerala** on the topic “Challenges and Opportunities in Higher Education”. He influenced the audience by his speech on the topic “The Role of Science and Technology in the development of India and the Impact on Social, cultural, political and Economic structure”. He dealt with “Artificial Intelligence Disruptive technology and experiential technology”. In the second session, he emphasised on “The 20th century education system and 21st century education system”. He told that ICT is remaking the 21st century education system. He gave an overview about the techniques followed by Amrita University in meeting the challenges propounded by the Society on them and how they provide opportunities to face the challenges.

The afternoon session was dealt by **Dr. Vincent, Former Professor, Arulanandar College, Madurai**. He gave a talk on the essence of the leadership mainly focussed on educational leaders and their crucial role. He assigned group work for the participants and divided them into five groups with the following questions.

1. Traditionally leadership has been classified under three types: authoritative, democratic and *laissez-faire*. It determines the quality of administration as well as human relations. What type of leadership prevails in your institution?

Between management- staff, between Principal- staff, between Principal - administrative staff, principal/ teachers /administrative staff - students/parents/ general public, generally with the sub staff. What will be your contribution to improve the climate in your college?

2. How does communication take place in your institution? Top - down, down - top. What is generally the communication channel used in your college? Face to face, over mobile phone, circulars, notice boards? How does it affect relationship? Do you want to change it? How?
3. How do you deal with the emotional problems of yours (and others too)? Anger/ frustration/fear/ anxiety
4. How is technology used in your college? In class room communication/ administration? How effective is it? How can you improve its quality?
5. What are your suggestions for improving the quality of higher education? You may base your reflections on the insight you have gained in the Course.

Group leaders presented their views and it was briefed by the resource person.

At the end, participants shared their experiences. Many participants told that this type of training provides a new platform for their carrier improvement as they got lot of current information in their educational sector. They learnt many new technics and best practise to apply in this digital era. Surely they will implement the technics and knowledge gained in this programme in their colleges. At the end Prof. Vincent distributed the course certificate course materials in CD and the group photo for all the participants. Feed-back forms were distributed to all the participants and collected. The training programme ended with **National Anthem**.