

**Online Administrative & Technical  
Staff Development Program  
on  
" Career Planning & Development  
for Effective Performance"**

**Organised By  
Association of Indian Universities  
- Shri Vaishnav Vidyapeeth  
Vishwavidyalaya - Academic and  
Administrative Development  
Centre  
(AIU-SVVV-AADC)**

**Dates: 04.09.2023-09.09.2023**



**SHRI VAISHNAV VIDYAPEETH  
VISHWAVIDYALAYA  
Indore - Ujjain State Highway  
Indore (MP)**

**Website: <http://aiuaadc.svvv.edu.in/>**

**Email Id : [aiu\\_aadc@svvv.edu.in](mailto:aiu_aadc@svvv.edu.in)**

### About AIU

Association of Indian Universities (AIU) is an apex inter university representative body of universities and other higher education institutions in the country. Established in 1925 as the Inter University Board (IUB) of India, it acquired its legal status as a registered society in 1967 under the Societies Registration Act 1860 and was rechristened as Association of Indian Universities (AIU) in 1973. AIU is the second oldest university association in the world next to the Association of Commonwealth Universities which was established in 1913. It has the distinct feature of having the largest network of universities and other HEIs under its ambit with 926 members in India including 15 foreign universities who are the Associated members. The membership of AIU includes all types of universities e.g., Conventional Universities, Open Universities, Deemed to be Universities, State Universities, Central Universities, Private Universities and Institutes of National Importance. In addition to Indian Universities, Universities/Institutes from Bangladesh, Bhutan, Republic of Kazakhstan, Malaysia, Mauritius, Nepal, Thailand, United Arab Emirates and United Kingdom are its Associate Members. Since its inception AIU has played a very significant role in the development of Higher Education in the Country. Some of the eminent scholars and visionary leaders like Dr. Sarvepalli Radhakrishnan, Dr. Shyama Prasad Mukherjee, Dr. Zakir Hussain, Sir A. L. Mudaliar have given leadership to AIU. During such a long journey, AIU has carved a niche for itself by serving the Ministry of Education, Govt of India as a research-based policy advisory body. Being an apex institution, it constitutes an integral part of all major decision-making committees and commissions in the country. As an academic 'think tank' organisation, AIU supports the Government as research-based policy advisory body with the wider mandate of taking up research projects on higher education policy, capacity building. It also acts as a bureau of information on higher education; liaise with international bodies and universities for internationalization of Indian higher education among many others.

The Vision of AIU is to emerge as a dynamic service and apex advisory organization in India by undertaking such initiatives and programmes which could strengthen and popularize Indian higher education as leading-edge system in the world and promote greater national and international collaboration in Higher Education, Research, Extension, Sports, Youth and Cultural Activities. It is bestowed with the mission of promoting and representing the Indian Universities and other higher education institutions through strong liaison with the government and National/International organizations, sister associations world over and establish liaison between/among universities through active support, cooperation and coordination among the member universities and all its stakeholders for quality education, research and other academics and extension activities.

### About Vaishnav Trust

1884 is the landmark year as the foundation stone was laid 139 years ago for Shri Vaishnav Group of Institutions by compassionate philanthropists of Indore, MP (India) which was later reconstituted as Shri Vaishnav Sahayak Kapada Market Committee in the year 1934. Shri Vaishnav Vidyapeeth Trust believes in taking the Nation forward by improving the quality of life of its citizens by continuously working in the sphere of education, health and environment. It has been established to promote education and research in various disciplines through academic Institutions for the benefit of all sections of the society, but not with the motive of profit.

## About SVVV

Shri Vaishnav Vidyapeeth Vishwavidyalaya is a state private university established under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam in 2015 at Indore MP (India). The University has been established with a vision to be leader in shaping better future for mankind through quality education, training and research. The University Commenced its first academic session from July 2016 with Undergraduate, Postgraduate, Integrated, Dual degree and Doctoral programs in various disciplines through the following constituent institutions:

- Shri Vaishnav Institute of Technology and Science
- Shri Vaishnav Institute of Information Technology
- Shri Vaishnav Institute of Textile Technology
- Shri Vaishnav Institute of Architecture
- Shri Vaishnav School of Management
- Shri Vaishnav Institute of Journalism and Mass Communication
- Shri Vaishnav Institute of Fine Arts
- Shri Vaishnav Institute of Science
- Shri Vaishnav Institute of Social Sciences, Humanities and Arts
- Shri Vaishnav Institute of Computer Applications
- Shri Vaishnav Institute of Commerce
- Shri Vaishnav School of Law
- Shri Vaishnav Institute of Agriculture
- Shri Vaishnav Institute of Home Sciences & Research
- Shri Vaishnav Institute of Paramedical Sciences
- Shri Vaishnav Institute of Planning

## About AADC

AIU has established AIU Academic and Administrative Development Centre in 10 different Universities. The aim of establishing these Centres is to organize short-term professional development programs for the faculty members and training programs for the administrative

functionaries of the member universities especially on the use of technology and adopting blended learning methods of teaching. AIU-AADC will offer short-term programs of varying duration aimed at continuous capacity building of the key stakeholders through online and in physical modes.

### Objectives of AADC

- Provide Continuous knowledge and skill acquisition and enhancement for faculty in order to contribute effectively to the changing landscape of higher education.
- Train administrative staff in higher education institutions with appropriate skills to adapt to emerging information technologies.
- Prepare library professionals and other technical staff in HEIs to contribute to knowledge cum learning and research resources as per the global demands and the local needs.
- Introduce research scholars to the principles of academic integrity and professionals ethics.

## About ATSDP

Career planning and effective performance are crucial aspects of achieving success and personal growth in one's professional life. Career planning involves a structured and thoughtful approach to managing one's career trajectory, setting goals, to acquire the necessary skills and experiences to excel in the chosen field. This process helps individuals to align their aspirations with their current and future opportunities, ultimately leading to increased job satisfaction and improved performance.

Employee development is crucial to attract & retain the right type of person in the organization. It is useful for individuals & organizations. It tells the process by which an individual progress through a series of stages. Employee development leads to effective performance. The aim of this ATSDP is to provide a path/roadmap to the administrative and technical staff of higher educational institutes for their better career advancement and effective performance.

Key elements of career planning and development for effective performance are self-Assessment, Goal Setting, Skill Development, and Building and maintaining professional relationships. Identifying and continuously working on these skills through formal education, training programs, workshops, certifications, or on-the-job experiences required to achieve your career goals. This program includes expert sessions on financial management, time and activity management, workplace conflict management, communication skills, cyber security, tool and technology, and work culture & Ethics.

## Chief Patrons

- Shri Purushottamdas Pasari, Chancellor, SVVV
- Dr. Upinder Dhar, Vice Chancellor, SVVV

## Patron

- Dr. Santosh Dhar, Rector & Dean, FDSR, SVVV

## AIU Convener

- Dr. Amarendra Pani  
Joint Director & Head, Research Division  
Association of Indian Universities, New Delhi

## Nodal officer AIU-SVVV-AADC

- Dr. Anand Rajavat  
Dean Academic, SVVV- 9406661557

## ATSDP Coordinators

- Mr. Anand Singh Gadwal 9826065971
- Dr. Pavan Kumar Gupta 7389208664
- How to apply: Interested candidates can fill the registration form using the following link on or before 1 September, 2023 :
  - <https://forms.gle/U1wVxYeT37ndCBuWA>
  - Registration fee: Rs. 500/-

Association of Indian Universities - Shri Vaishnav Vidyapeeth Vishwavidyalaya -Academic and Administrative Development Centre

AIU-SVVV-AADC

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SCHEDULE

Google Meet Link : <https://meet.google.com/fgq-qmoa-pjn>



Day	Date	Time	Topic	Expert
1	04.09.2023	11.30 A.M.- 01.00 P.M.	Inaugural Ceremony	Chief Guest & Keynote Speaker Prof. (Dr.) Manikrao M. Salunkhe Former President - AIU Former Vice-Chancellor Bharti Vidyapeeth
		1.00 P.M. - 02.30 P.M		Lunch Break
		02.30 P.M. - 04.00 P.M.	Career Planning & Development	Dr. Upinder Dhar Hon'ble Vice Chancellor, Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore (MP)
2	05.09.2023	11.30 A.M.- 1.00 P.M.	Cyber Security Awareness	Mr. Vinod Mahor Scientist (E) RCI, DRDO Hyderabad
		01.00 P.M. - 02.30 P.M		Lunch Break
		02.30 P.M. - 04.00 P.M.	Work Culture and Ethics	Dr. P K Chande Chairman CS MIND at SGSITS, Indore Formerly: Director SGSITS, Director MANIT, Director NMIMS

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Day	Date	Time	Topic	Expert
3	06.09.2023	10.30 A.M.- 12.00 P.M.	Wealth Management	Dr. Nitin Tanted Professor and HoD (Finance) at Prestige Institute of Management and Research, Indore (MP).
		01.00 P.M. - 02.30 P.M.	Lunch Break	
		02.30 P.M. - 04.00 P.M.	Tool and Technology	Dr. Mayank Sharma Director, Amstech Inc., Indore (MP)
4	08.09.2023	11.30 A.M.- 1.00 P.M.	Communication Skills	Dr. Santosh Dhar Rector and Dean FDSR, SVVV, Indore (MP)
		01.00 P.M. - 02.30 P.M.	Lunch Break	
		02.30 P.M. - 04.00 P.M.	Time and Activity Management	Dr. George Thomas Director, Shri Vaishnav Institute of Management, Indore (MP)
5	09.09.2023	11.30 A.M.- 1.00 P.M.	Workplace Conflict Management	Dr. Ankur Saxena, DyPro Vice- Chancellor, Dean of Planning Affairs and Dean of Management Medicaps University, Indore (MP)
		1.00 P.M.- 02.30 P.M.	Lunch Break	
		02.30 P.M.- 04.00 P.M.	Valedictory Session	