



**Report on the Capacity Building Program for
University Officers
jointly organised by
Association of Indian Universities
and
Gujarat Technological University
(Accredited with A+ Grade by NAAC)**

Date: 9th to 13th June, 2025

Venue: Gujarat Technological University, Chandkheda, Ahmedabad

Inauguration Ceremony

The Capacity Building Program for University Officers was conducted from 9th to 13th June, 2025 at Gujarat Technological University (GTU), Ahmedabad. The program was jointly organized by the Association of Indian Universities (AIU) and Academic & Administrative Development Centre (AADC), of Gujarat Technological University. This initiative aimed to empower university administrative staff with essential ICT and administrative skills necessary for efficient operations in the modern higher education ecosystem.



Inaugural Session:

Dr. Pankajray Patel (I/C) Vice Chancellor, GTU, Dr. K. N. Kher, Registrar, GTU and Shri J. I. Hindocha, Deputy Director, HRM Cell, GAD, Govt. of Gujarat, inaugurated the programme. Dr. Pankajray Patel addressing the gathering with a keynote address focusing to enhance the professional competencies and administrative efficiency of university officers. It covered essential themes including governance, financial rules, ICT tools, leadership skills, and sustainable administrative practices relevant to higher education.



Day 1: Monday, 09th June 2025

On the **first day of the programme**, Shri J. I. Hindocha, Deputy Director, HRM Cell, General Administration Department, Government of Gujarat, was invited as an expert speaker to deliver a session on **Gujarat Civil Services Rules (GCSR)** and the **New Pension Scheme (NPS)**.



With his in-depth knowledge and vast experience in service rules and government procedures, Shri Hindocha provided a detailed overview of key aspects of GCSR and NPS. He also shed light on several important but often overlooked topics such as Leave Travel Concession (LTC), Nomination procedures, and various categories of leave entitlements under GCSR.

The session was highly interactive, with participants raising numerous queries related to the practical application of these rules. Shri Hindocha patiently addressed each question and provided clear, satisfactory explanations, which greatly enhanced the participants' understanding of the subject matter. Overall, the session was very informative and fruitful, offering valuable insights into service rules and pension policies. It was especially beneficial for those handling administrative responsibilities, enabling them to apply the rules more effectively in their respective roles.



Day 2: Tuesday, 10th June 2025

On the **second day of the programme**, two informative sessions were conducted, each focusing on important aspects of university administration and governance. The **first session** was centered on the **Right to Information Act, 2005 (RTI)**. Dr. A. K. Ganatra, Retired Deputy Director from the Department of Animal Husbandry, Government of Gujarat, was the expert speaker for the session. Drawing from his practical experience and in-depth understanding of the RTI framework,



Dr. Ganatra provided detailed insights into the application and resolution process of RTI queries. He emphasized the importance of proactively disclosing commonly requested information in the public domain to reduce the number of avoidable RTI applications. According to him, such transparency not only enhances public trust but also significantly conserves the university's time and financial resources.

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Day 3: Wednesday, 11th June 2025



Page 4 of 9

Mr. Barot also introduced general AI tools relevant to administrative and data-related tasks, highlighting how such tools can enhance efficiency and accuracy in university operations. Overall, the session was highly informative and well-received, equipping participants with valuable skills in data analysis, visualization, and decision-making using advanced Excel tools.

The **second session** of the day was themed on **Purchase Procedures and the Government e-Marketplace (GeM)**. The session was conducted by **Mr. Pinkesh Parvani**, Industries Officer at the Industries Commissionerate, Government of Gujarat. Mr. Parvani provided participants with a comprehensive overview of the GeM portal and its practical implementation in public procurement processes. He explained the significance of GeM as a transparent, efficient, and technology-driven platform for government purchases. The session also included detailed guidance on the purchase policies of both the Government of Gujarat and the Government of India, with specific focus on procedures like e-bidding, reverse auctions, and vendor registration.



In addition to theoretical aspects, Mr. Parvani demonstrated live examples on the portal to help participants understand the end-to-end process of procurement on GeM. He also introduced the various types of services available on the platform. Also he had provided basic reference on different type of services provide by GEM portal like. Goods Procurement Services, Service Procurement, Consultancy Services, Custom Bid Services, BOQ-based Services, One-time & Recurring Services. The session was highly informative and practical, providing valuable insights into modern procurement practices and equipping participants with the knowledge to effectively utilize the GeM portal in their respective roles.

Day 4: Thursday, 12th June 2025.

On the fourth day of the programme, the session was dedicated to the theme of **Office Procedures and Classification of Files and Records**. For this important session, **Shri H. M. Joshi, Retired Deputy Director from the Directorate of Accounts & Treasuries, Government of Gujarat**, was invited as the guest speaker. With decades of experience in the field of office administration and record management, Shri Joshi brought invaluable practical knowledge and expertise to the discussion.



During the session, Shri Joshi highlighted the significance of efficient office procedures in ensuring smooth organizational functioning. He emphasized how proper classification and systematic management of files and records not only facilitate easy retrieval of information but also enhance overall productivity and transparency within an office setup.

Day 5: Friday, 13th June 2025

On the fifth day of the programme, the first session focused on the **Role of Administration in Accreditation and Ranking**. Dr. Ashvin L. Nisarta, a distinguished Professor at Children's Research University, was invited as the guest speaker to lead this important discussion. Drawing on his extensive academic and administrative experience, Dr. Nisarta provided a comprehensive overview of how effective administrative practices play a critical role in achieving and maintaining accreditation and high rankings for educational institutions such as NAAC. He emphasized that administration is not just about managing day-to-day operations but also about strategically aligning institutional policies, processes, and resources to meet accreditation standards.



The second session of the day was focused on **Effective Leadership and Communication Skills for University Administration**. This session was led by **Dr. Abhimanyu Samrat**, CEO and Managing Director of Samrat Associates, as well as a Member of the Board of Governors (BoG) at Gujarat Technological University (GTU). Drawing from his extensive experience in leadership and management consulting, Dr. Samrat emphasized the vital role that strong leadership and clear communication play in successfully navigating the



complexities of university administration. He highlighted practical strategies for developing leadership qualities that inspire teams, foster collaboration, and drive institutional goals forward.

The session also covered essential communication skills needed to engage effectively with diverse stakeholders such as faculty, students, governing bodies, and external partners. Dr. Samrat shared real-world examples and actionable tips to enhance interpersonal communication, conflict resolution, and decision-making abilities in an academic setting. Participants actively engaged in discussions and exercises designed to build their confidence and competence as university administrators, making the session both interactive and impactful.

Valedictory Session: Friday, 13th June 2025

The Valedictory Session of the event was graced by **Dr. Abhimanyu Samrat**, CEO & Managing Director of Samrat Associates and Member of the Board of Governors, Gujarat Technological University (GTU) as the Chief Guest. The programme was further honoured by the presence of **Dr. Bhadrayu Vachharajani**, Former Vice Chancellor of Lokbharati University for Rural Innovation, Sanosara, Gujarat, as the Guest of Honour. Dr. Pankajray Patel, In-charge Vice Chancellor, GTU, and Dr. K. N. Kher, Registrar, GTU, felicitate the guests.



During the valedictory programme, **Dr. Bhadrayu Vachharajani**, delivered an insightful session on **Stress Management**. Drawing from his vast academic and personal experience, Dr. Vachharajani emphasized the importance of managing stress in both professional and personal life, particularly in demanding roles such as university administration. He spoke about the psychological and

physiological impacts of stress and introduced practical techniques such as mindfulness, time management, self-awareness, and emotional regulation. His calm and engaging delivery resonated with the participants, offering them useful tools and perspectives to maintain well-being and balance in their careers. The session was deeply appreciated for its relevance and applicability in today's high-pressure work environments.

More than 60 participants were successfully participated in the programme. As a mark of successful completion of the programme, certificates were distributed to all participants during the valedictory session. This moment served as a token of recognition for the attendees' active engagement throughout the sessions and their commitment to continuous learning and professional development. The atmosphere was one of pride and accomplishment, with participants expressing appreciation for the knowledge and practical insights gained during the programme.

Glimpse of the Programme

