

Centre of Academic Leadership and Education Management

Under the Scheme of
Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)
(Govt. of India)

Time Table

Short Term Course on **Academic Administrators**
(26th – 27th December 2016)

Course Director : **Professor A.R. Kidwai**, Director, UGC HRDC, AMU
Course Assistant Director : **Dr. Faiza Abbasi**, Assistant Professor, UGC HRDC, AMU
Venue : **Karim City College, Jamshedpur (Jharkhand)**

Day No.	Date	Session I (9:00 – 10:30 a.m.)	Session II (10:45 – 12:15 p.m.)	Session III (12:30 – 2:00 p.m.)
1.	26.12.2016 Monday	Dr. Amirullah Khan Dept. of English AMU Communication-I	Dr. Amirullah Khan Dept. of English AMU Communication-II	Dr. Nihaluddin Siddiqui New Delhi Higher Education System
2.	27.12.2016 Tuesday	Dr. Nihaluddin Siddiqui New Delhi Office Environment and Role	Dr. Nihaluddin Siddiqui New Delhi Noting, Drafting, Filing	Dr. Nihaluddin Siddiqui New Delhi Service Rules