



First Batch of IITB ATC

2nd 'Aiming for World Class University Administration' Training Programme

1 November - 4 November 2025

IITB

Administrative Training Centre (ATC)

Eminence of an academic Institute depends not only on the quality of the faculty and students, but also on the non-teaching staff. The Government of India started Leadership in Academicians Programme (LEAP) in 2019 which is still being continued in a different form, but is limited to training of faculty members for future leadership. However, such programmes for the non-teaching officers and staff of the Higher Education Institutions (HEIs) do not exist. It is generally observed that in academic institutes, the newly appointed heads of academic and non-academic units do not undergo a formal training, though NEP 2020 suggests a reasonable period of overlap before taking over the new leadership role.

ATC IIT Bombay

The existing government and private organisations offer general management or leadership programmes which are not specifically designed for non-teaching employees of the academic institutions. IIT Bombay is offering training programmes for officers and staff (administrative, technical & infrastructure services) with an aim to significantly uplift the academic standards and



Prof. Shireesh Kedare, Director, IIT Bombay addressing a training session

support system which eventually will be highly effective in achieving excellence in academic institutions.

Call for 4-Day administrative training programme

This 4-day training programme, offered by the Administrative Training Centre (ATC) of IIT Bombay, is designed to equip delegations from HEIs with comprehensive knowledge, insights, and administrative tools aimed at developing University Administration to meet global standards. The programme will combine lectures, demonstrations, real-world experiences, and expert suggestions on handling specific



Prof. K V Krishna Rao, Deputy Director FIA (Finance, Infrastructure and Administration), IIT Bombay addressing a training session

administrative cases, led by eminent leaders from academic and administrative institutions, including Directors, senior officials, and representatives from Civil Services. In addition to the indoor sessions, the training may include an outdoor training experience, providing hands-on, practical learning to enhance leadership and teamwork skills. The key takeaways from this 4-day programme will include upgradation of administrative skills, work ethics, team-building, on-time delivery,

focused thinking, and improvement strategies for the future.

Salient features of learning administration at IIT Bombay

Ranked among the top academic institutions in India, IIT Bombay has excellent academic and administrative leaders who have helped the Institute in achieving such high goals. Experiences of such resource persons and interaction with them will be a unique experience for the participants.

The roadmapping and global value networks, including those with alumni, taught by such an experienced team of academicians and practicing experts will be key offerings.

Highlights of the first training programme

A training programme on “Aiming World Class University Administration” was organized by the Administrative Training Centre, IIT Bombay (IITB-ATC) during March 01 to 04, 2025. The participants in this programme were officers and staff from IIT Indore, IIT Gandhinagar, IIT Bhilai, IIT Mandi, IIT Delhi, IIT Madras, IIT Goa, IIT Hyderabad, IIT Bombay, BITS Pilani, National Sports University Imphal and National Forensic Sciences University, Gandhinagar.

The speakers for the program from IIT Bombay included Prof. Shireesh Kedare, Director; Prof. Subhasis Chaudhuri, Former Director; Prof. K.V.K. Rao, Deputy Director (Finance, Infrastructure and Administration); Prof. Milind Atrey, Deputy Director (Academics, Research and Translation); Prof. Nand Kishore, Dean (Administrative Affairs); Prof. Suryanarayana Doolla, Dean (Students Affairs); Prof. P. Vedagiri, Dean (Infrastructure Planning and Support); Prof. Ashish Pandey, Shailesh J. Mehta School of Management and Mr. Ganesh Bhorkade, Registrar. The other expert speakers included Padma Shri Prof. D. B. Phatak, Former Chairman, Board of Governors, IIT Indore; Prof. P. Seshu, Former Director of IIT Dharwad; Prof. Ravi Kant, Former Chairman of IIT Allahabad and IIM Rohtak and Former Vice-Chairman of TATA Motors; Dr. Jahnvi Kedare, Professor, Department of Psychiatry, T. N. Medical College, B. Y. L. Nair Ch. Hospital Mumbai; Ms. Shilpa Bhatia, Advocate, Bombay High Court; Lt. Cdr Nisha Singh (Retd), Chief Administrative Officer, IIM Mumbai and DCP Sachin Gunjal who spoke about the topic ‘The Need for Safe and Secure Campus’.

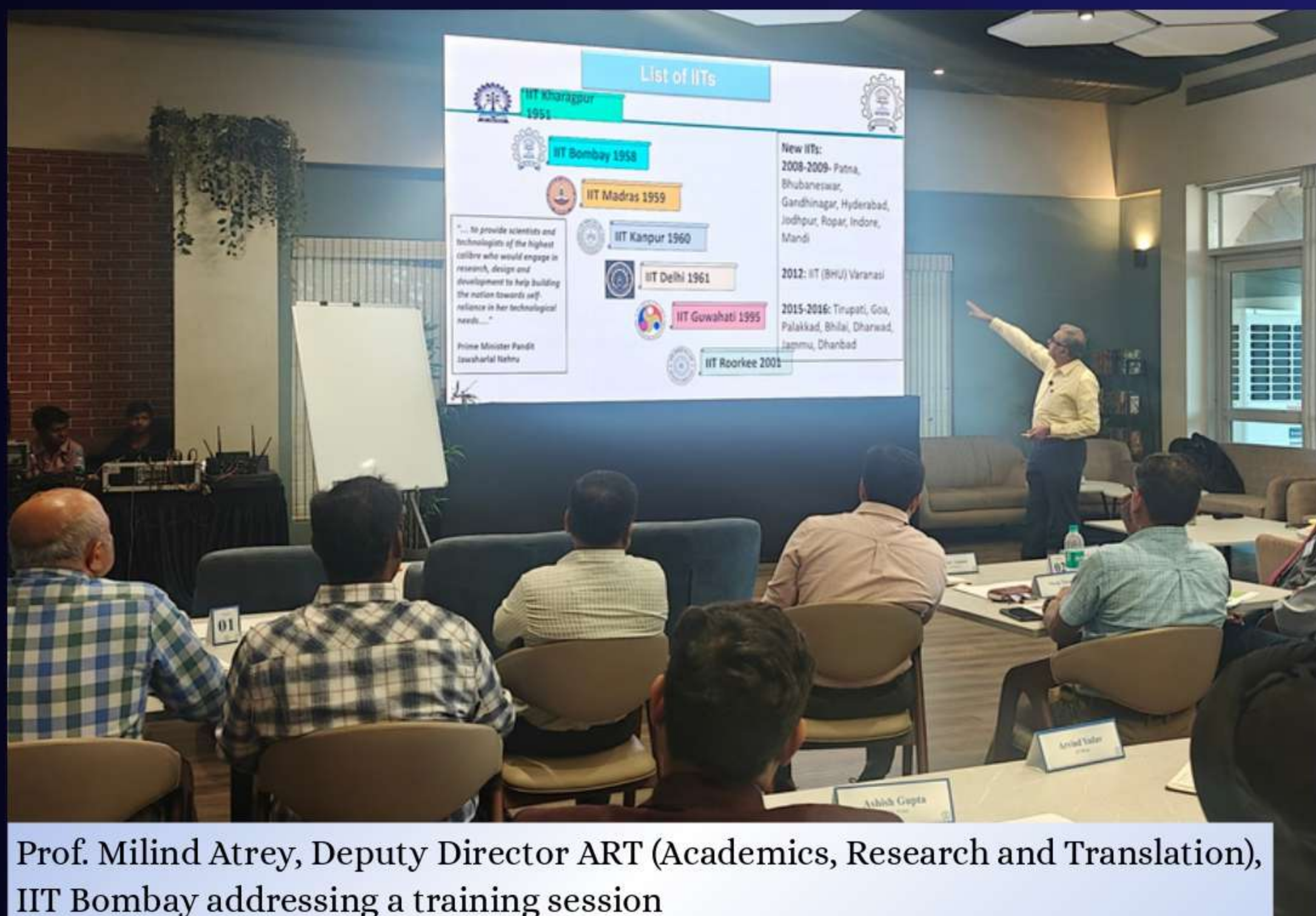
Target Participants : Administrative Officers and Staff

Due to limited availability of accommodation in Guest Houses, acceptance in this training programme will be on ‘First Come, First

Serve’ basis. Nominations of administrative officers and staff from your Institute/University are invited to participate in this unique event.

Last date for receiving nominations :

31st July, 2025



Prof. Milind Atrey, Deputy Director ART (Academics, Research and Translation), IIT Bombay addressing a training session

Resource persons

- Director(s), Dy. Director(s), Dean(s), Registrar(s), Administrative Head(s) and relevant experts from IIT Bombay and other prominent institutions
- Outdoor training (if required)

What will be covered?

- Significance of training to non-teaching staff and officers
- Leadership in administration
- Administration:
 - > Detailed effective administrative processes which are time and target oriented
 - > Legal matters
 - > Autonomy of institutions versus Recruitment and Promotion Policies of institutes
 - > Administrative processes in infrastructure
- Noting and Drafting
- Communication
- Gender Cell and its significance
- Vigilance in academic institutions
- Examples based learning
- Handling specific situations/challenges
- Roster Reservation
- Professional skills
- Critical Thinking
- Conscientious citizenship
- Audit Procurement
- Right to Information
- POSH
- Team Work

Training Programme Fee

- ₹36,000 + 18% GST per head and accommodation as per actual

Accommodation : ₹2,000 + 12% GST per head per day single accommodation



About IIT Bombay

IIT Bombay is a small township in itself. The campus has maintained and expanded its green space through deliberate development. Situated amidst hills and surrounded by the Powai and Vihar lakes, the campus is a place where you could be away from the world, yet still be a part of it.

IIT Bombay, established in 1958, is ranked #1 as Asian University in Southern Asia by the QS World University Ranking System. Its renowned faculty drives research and academics forging collaborations with national and international peers. Alumni excel in various fields contributing to industry, academia, research and more. Faculty members have been honoured with prestigious national and international recognitions and awards, and many of them have headed various institutes of national importance such as IITs, IIMs, CSIRs, NIPERs and others as Directors. The administrative functions are managed by the Dean of Administrative Affairs, Registrar and senior officials.

Contact us

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ATC IIT Bombay

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(Administrative Affairs)