

**Administrative Development Program**  
**On**  
**“Administrative Effectiveness for Higher Performance”**  
**Under the aegis of**  
**Association of Indian Universities - Shri Vaishnav Vidyapeeth**  
**Vishwavidyalaya**  
**Academic and Administrative Development Centre**  
**(AIU-SVVV-AADC)**  
**Date: 26.12.2023-30.12.2023**

The Academic and Administrative Development Centre (AADC) of Shri Vaishnav Vidyapeeth Vishwavidyalaya (SVVV) and the Association of Indian Universities, Indore jointly organized an Administrative Development Program on “Administrative Effectiveness for Higher Performance”, from December 26 to December 30, 2023. Total 21 registered participants attended this ADP.

It was a 5 days Administrative development program organized especially for Administrative officers and Non-Teaching Administrative staff wherein eminent experts across the nation deliberated on different topics like Principles of Management, Conflict Management, and Relationship with the Supervisor, Change and Development etc. All the experts shared their perspectives and knowledge with the participants.

The Inaugural session of the five-day virtual Administrative Development Program on the theme “Administrative Effectiveness for Higher Performance” began with auspicious Lamp Lighting ceremony and welcome of Guests.

Dr.Upinder Dhar, Hon’ble Vice Chancellor,

ShriVaishnavVidyapeethVishwavidyalaya, Indore and Dr. Anand Rajavat, Dean Academic and Nodal Officer, Academic and Administrative Development Centre, Shri Vaishnav Vidyapeeth Vishwavidyalaya,

Welcomed Chief Guest Dr. Amit Jain, Hon’ble Vice Chancellor, Amity University, Jaipur, Rajasthan.

Dr. Anand Rajavat, spoke about the Administrative Development Program. He shared that this is the third ADP which is being organized to bring out the best administrative traits of the non-teaching administrative staff to enhance their administrative effectiveness.

Dr.Upinder Dhar delivered the welcome address. At the outset, he congratulated team of AADC, SVVV, Indore for organizing an event of such standard and highly appreciated the theme chosen for the Administrative Development Program. Further, he commended the team for successfully organizing FDPs and ADPs on regular basis. He also shared his thoughts about the necessity of organizing such Administrative Development Program for enhancing the performance of Administrative Staff.

Chief Guest and Keynote Speaker on the

occasion, Dr. Amit Jain, Hon'ble Vice Chancellor, Amity University, Jaipur, Rajasthan shared his views on the theme. He said that Leadership and Team building qualities along with motivation and effective communication are the key traits for Administrative effectiveness. He also emphasized on attitude and stress management in the VUCA world (i.e., volatile, uncertain, complex and ambiguous). He suggested to interpret VUCA as focus on vision and values, understanding the environment, and collaborative decision-making.

Session-I was conducted by Dr. Rajeev Shukla, Professor & Discipline Coordinator, School of Management Studies, Indira Gandhi National Open University (IGNOU), New Delhi. Dr. Shukla spoke about the key elements of an organizational structure like roles or job description, chain of command, departmentalization, span of control, centralization and decentralization and formalization.

Dr. Shukla further explained the difference between Power and Authority. He said that authority exists where one person has the formal right to command, and another person has the formal obligation to obey. Authority may be seen as institutionalized power. Whereas Power is the ability or capability of an administrator to influence his subordinates or other employees to do things the way he/she want it to be done. He also shared his knowledge about Political behavior and Organizational Politics.

On December 27, 2023, Second session of the five days ADP was taken by Dr.

Upinder Dhar, Hon'ble Vice Chancellor, ShriVaishnavVidyapeethVishwavidyalaya, Indore on the topic Principles of Management. Dr. Dhar spoke about the Process, Principles, Roles and Skills in the Management. He explained and threw light on the 14 principles of Management propounded by Father of Modern Management Henri Fayol. He explained in detail the concepts and applicability of principles of Management like Division of Work, Authority, Discipline, Unity of command, Unity of Direction, Collective Interest over Individual Interest, Remuneration, Centralization, Scalar Chain, Order, Equity, Stability of tenure, Initiative and Esprit de Corps.

Dr. Dhar further explained about the proportion of Management skills needed at different levels of Management.

Session – III of the ADP was taken by Dr. Pragya Sharma, Professor, ShriVaishnav Institute of Management, Indore on the topic Conflict Management. Dr. Pragya Sharma explained about the three views of Conflict i.e., the Traditional view, Human Relations view and Interactionist view. She further elaborated about functional and dysfunctional conflict, causes of conflict and Thomas Kilmann's Model of Conflict Management.

On December 28, 2023, Session – IV of the ADP was conducted by Dr. Nishith Dube, Professor, National Institute of Technical Teacher's Training & Research and Coordinator of NITTTR's Gujarat Extension Centre, Ahmedabad. Dr. Nishith Dube delivered his lecture on the topic 'Relation with the Supervisor'.

He conducted an interactive session and threw light on consequences,

reinforcement, punishment and extinction with reference to the relationship with the supervisor. He also spoke on sources of self-efficacy. Dr. Nishith Dubey further said that the relationship between a supervisor and a supervisee requires nurturing. If they have a hostile relationship with lack of trust, it can affect productivity and efficiency in the workplace. Similarly, if they are too friendly and personal, it may look unprofessional and cause issues with other employees.

On December 29, 2023, the fourth day of ADP, Fifth Session was conducted by Dr. Rishi Dube, Professor & Director, Mahakal Institute of Management, Ujjain. Dr. Dube shared his knowledge on different leadership styles viz; Authoritarian (Autocratic), Participative (Democratic) and Delegative (Laissez-Faire). He further elaborated these styles with the help of examples using clips of movies like Chak De India. Dr. Dubey also threw light on basic leadership traits like patience, passion, spark and risk-taking ability which a manager should have.

The Sixth Session of the ADP was conducted by Dr. Santosh Dhar, Rector & Dean, Faculty of Doctoral studies and Research (FDSR), Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore on December 29, 2023. Dr. Santosh Dhar shared her wisdom on a very important topic 'Change & Development'. She said that successful organizations cannot remain

static if they hope to continue their success. They must change in order to keep up with the changing world. She further explained three faces of change and discussed turnaround, tools and techniques, transformation, behavioral change, sources of behavior, resistance, underlying causes of resistance and participation as a key to effective change.

The Seventh and the last Session of the 5 days ADP was taken by Shri Shantam Sharma, Director, HR and Administration at Society for Nutrition Education and Health Action, Mumbai on December 30, 2023. He emphasized on key tactics for developing subordinates and shared 14 strategies which can help in creating a robust program for developing the subordinates. He also threw light on key benefits of developing subordinates and how to create effective training and development programs for the subordinates.

The ADP ended with the valedictory session On December 30, 2023. After welcoming guests, Mr. Premansh Sharma, Coordinator, ADP, AIU-SVVV-AADC, presented the ADP report. The concluding remarks were delivered by Dr. Upinder Dhar, Hon'ble Vice Chancellor, SVVV. Er. Sukriti Agrawal proposed the words of thanks. The session concluded with the National Anthem.