

CONFERENCE ON FUNCTIONS OF REGISTRAR (ADMINISTRATION)

30th Nov. to 2nd Dec. 2015 (P-958) Version Dated: 29/11/2015

Tentative Programme Schedule

Programme Co-ordinator: Shivaraj S. Huchhanavar, Research Fellow, National Judicial Academy, Bhopal

<p align="center">DAY-1 NOV. 30, 2015 MONDAY</p>	<p align="center">SESSION-1 (09:00 AM-10:30 AM)</p> <p align="center">Managerial Skills Need Diagnosis for Efficiency and Effectiveness</p> <p align="center">Dr. Bharati Sharma Dr. Jerome Joseph</p>		<p align="center">SESSION-2 (10:45AM -11:45 AM)</p> <p align="center">From Administrators to Managers: Challenges and Changing Imperatives</p> <p align="center">Dr. Jerome Joseph</p>		<p align="center">SESSION-3 (12:00 PM-1:30 PM)</p> <p align="center">Role of Registrar (Administration) as Human Resource Manager of the High Court Registry</p> <p align="center">Dr. Karma Pal Dr. Bharati Sharma</p>	<p align="center">L U N C H B R E A K</p>	<p align="center">SESSION-4 (2:15 PM-3:30PM)</p> <p align="center">Inter and Intra Personal Communication Skills /Transactional Analysis</p> <p align="center">Dr. Vijay Vancheswar</p>	<p align="center">(03:30 PM- 05:00 PM)</p> <p align="center">Library Reading and Computer Skills Training</p>
<p align="center">DAY-2 DEC. 1, 2015 TUESDAY</p>	<p align="center">SESSION-5 (10:00 AM-11:00 AM)</p> <p align="center">Team Building without Time Wasting</p> <p align="center">Mr. Sampath Iyengar</p>	<p align="center">T E A B R E A K</p>	<p align="center">SESSION-6 (11:00AM- 12:30 PM)</p> <p align="center">Cont... Team Building without Time Wasting</p> <p align="center">Mr. Sampath Iyengar</p>	<p align="center">T E A B R E A K</p>	<p align="center">SESSION-7 (1:00 AM-2:00 PM)</p> <p align="center">Supervision and Coordinating Role of Registrar (Administration)</p> <p align="center">Dr. Abinash Panda</p>		<p align="center">SESSION-8 (3:00 PM- 4:00 PM)</p> <p align="center">Optimum Utilization of Resources & Division of Labour</p> <p align="center">Mr. Yaswant Kumar</p>	<p align="center">(4:00PM-5:00PM)</p> <p align="center">Time Management</p> <p align="center">Dr. Parul Rishi</p>
<p align="center">DAY-3 DEC. 2, 2015 WEDNES DAY</p>	<p align="center">SESSION-9 (10:00 AM-11:00 AM)</p> <p align="center">Role of Registrar (Administration) in Maintaining Institutional Discipline</p> <p align="center">Hon'ble Mr. Justice S.J. Mukhopadhaya</p>		<p align="center">SESSION-10 (11:30 AM-1:00 PM)</p> <p align="center">Leadership Role of Registrar (Administration) in Effective Management/Administration</p> <p align="center">Ms. Michelle Mendonca Chair: Hon'ble Mr. Justice S.J. Mukhopadhaya</p>		<p align="center">SESSION-11 (1:00 PM- 2:00 PM)</p> <p align="center">Lunch and Feedback and Evaluation</p>			