



**Knowledge Network of
Indian Institute of Technology Gandhinagar
TEQIP-III Initiative (MHRD, Govt. of India, NPIU & World Bank)**

Short Course on Leadership, RTI, Office Procedures and Purchase Procedures for Staff of TEQIP Colleges

Date: 4th - 6th December 2019 (3-days)

Time: 9:30 am reporting time on 4th December 2019

Venue: IIT Gandhinagar, Palaj Campus, Gandhinagar

Target group: Senior Staff Members (Group A & B), Involved in Administrative Responsibilities

Register At: www.iitgn.ac.in/kn

Dead line: 24th November 2019

Leading in a rapidly changing environment is both challenging as well as demanding. The workforce in the 21st century is comparatively more educated, much informed and highly competent. Channelizing their potential and harnessing of their talents towards achieving organizational goals is a challenge. Successful leaders of today are expected to provide their employees with a sense of meaning in their work as well as provide an engaging workplace. Inspired leadership is what it takes to effectively lead by example towards utilizing the skills and experience of a diversified workforce and for building active engagement and team spirit amongst employees. An inspired leader rallies people towards a better future and ensures that the organization grows with people and the people grow with the organization.

Application of methods and procedure in organizations dates back to early civilization. The efficiency of any organization, to a large extent, depends on evolution of adequate processes and procedures and the ability of its employees to follow them. Accordingly, the efficiency of persons handling official correspondence in an organization can be judged by their ability to dispose of the matters with speed, following the procedures prescribed for the purpose. The objective of this topic is to update the staff on latest office and purchase procedures.

RTI Act 2005 plays a vital role for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. The workshop aims to cover the outline idea of the RTI Act 2005 with its intricacies and guidelines about the role of designated public authorities involved to deal with the RTI related matters.
