

Categorized 'A' by MHRD  
Accredited by NAAC

**THE IIS  
UNIVERSITY**

(deemed to be university u/s 3 of UGC Act 1956) **JAIPUR**



# **Two-Day Workshop on Leadership and Management Skills for Women in Higher Education**

**16-17 February, 2018**

**Sponsored by  
Association of Commonwealth  
Universities, United Kingdom**

**Organised by  
The IIS University, Jaipur**



**Venue  
Vinayak Hall,  
The IIS University,  
Gurukul Marg, SFS, Mansarovar, Jaipur**

## ABOUT THE WORKSHOP

The world is witnessing one of its peaceful revolutions: the gradual rebalancing of the genders' social, educational and economic power. As a result, a prominent increase in the number of women employees in higher education is noticeable. However, they still seem to be comparatively under-represented in leadership roles. Thus, bridging the gender gap and achieving gender equality in Higher education, poses a big challenge.

There are many management skills which do not come naturally, but they can be acquired. This workshop is being organized to offer those women, who are or wish to be managers and leaders in Higher Education, an opportunity to develop skills that will be compatible with their educational values and philosophy. This workshop will address some common issues faced by women in managerial positions such as how to choose the leadership style that suits them; how to build an effectively operating team and network; how to make decisions and delegate responsibilities; how to keep the team members motivated and how to handle stress and conflict while trying to balance the personal and professional interfaces.

During this two-day workshop, the participants will discuss the concepts, issues and practices of management skills. As a result, they will emerge as highly trained professionals. They will take back well-developed strategies that can help them diligently and responsibly handle their roles and responsibilities in their respective professional contexts. This workshop and its activity sessions will enable them to leverage their individual strength and give them competence to achieve the required leadership potential expected of them.

## AIMS

- ☐ To explore leadership styles, team building and working in teams
- ☐ To explore motivation and delegation as educative strategies
- ☐ To develop ways of understanding stress
- ☐ To examine the interface between professional and personal lives
- ☐ To explore ethical decision-making processes
- ☐ To draw up some guidelines for the successful management of conflict

## THE IIS UNIVERSITY

The IIS University (IISU) is an exceptionally cosmopolitan and vibrant university based in one of the country's most exciting and ethnically rich cities – the Pink City. It is known for the excellence in the student centered learning and is dedicated and unequally qualified to prepare the students to become the World's next generation of creative leadership.

Amongst the thirty eight deemed to be universities in India placed in the category 'A' by Ministry of Human Resource Development, Government of India, it is a progressive institution that has blazed trails since its inception almost two decades ago as the International College for Girls (ICG). Within a short span of being granted an autonomous status by UGC in 2007, the college was declared deemed to be a university in 2009. The IIS University has also been accredited by NAAC and included u/s 12B by the UGC. The university is committed to promote quality education, research and innovation. The University offers a wide array of semester based undergraduate, post graduate and research programmes which make for a robust academic environment. Our motto is the three Es: Efficiency, Excellence and Effectiveness.

## ABOUT JAIPUR

Jaipur, the pink city of India is the starting point for visitors of Rajasthan. The capital of Rajasthan, Jaipur, casts an unusual spell on the travelers with its royal palaces, forts and monuments, revealing a historic past of chivalrous warriors, aristocratic royal ladies, art & craft, literature and science. Handicrafts like miniature paintings, textiles, blue pottery and jewelry make it a shopper's paradise as well.

## CONNECTIVITY TO THE IIS UNIVERSITY, JAIPUR

<input type="checkbox"/> Jaipur Railway Station	12 KM	<input type="checkbox"/> Sanganer Airport	05 KM
<input type="checkbox"/> Gandhi Nagar Railway Station	06 KM	<input type="checkbox"/> Durgapura Railway Station	03 KM

## ELIGIBILITY

Women in Senior Management, Deans of Faculties, Heads of Departments and Senior Faculty Members of any University/College/Institute are eligible to apply for the Workshop.

## REGISTRATION DETAILS

- ☐ **Registration Fee: Rs. 1000**
- ☐ The workshop is being conducted for a limited number of participants who will be selected on First Come First Served Basis.
- ☐ The Registration form can be downloaded from the university website [www.iisuniv.ac.in](http://www.iisuniv.ac.in) and the duly filled-in form should be **e-mailed at [acugw@iisuniv.ac.in](mailto:acugw@iisuniv.ac.in) by 10 January 2018**.
- ☐ The Registration Fee is payable by DD in favour of The IIS University, Jaipur. The DD along with the duly filled-in **Registration Form should reach the University through post by 10 January 2018** at the following address :  
**Dr. Raakhi Gupta**  
The IIS University, Gurukul Marg, SFS, Mansarovar, Jaipur 302020
- ☐ For further queries email us on [acugw@iisuniv.ac.in](mailto:acugw@iisuniv.ac.in)

## TRAVEL AND ACCOMMODATION

- ☐ Travel allowance by shortest distance will be reimbursed to the outstation participants as per University norms.
- ☐ Accommodation to the outstation participants will be provided on twin sharing basis.

## IMPORTANT DATES

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> Date of Workshop                           | 16 – 17 February 2018 |
| <input type="checkbox"/> Last date for submitting Registration Form | 10 January 2018       |

## RESOURCE PERSONS

**Dr. Ritu Dewan**  
President  
Indian Association of Women's Studies  
Former Director & Professor  
Department of Economics, University of Mumbai  
Mumbai

**Ms. Tejal Raut**  
Programme Manager  
Gandhi Fellowship Programme  
A Piramal Foundation Initiative, Mumbai

## TENTATIVE PROGRAMME

### DAY 1

9:30 a.m. – 10:00 a.m.	Inaugural
10:00 a.m. – 12:00 noon	Leadership and its Styles in Higher Education
12:00 noon – 12:15 p.m.	Tea Break
12:15 p.m. – 2:15 p.m.	Team Building and Being Part of a Team
2:15 p.m. – 2:45 p.m.	Lunch
2:45 p.m. – 4:45 p.m.	Motivating Yourself and Others
4:45 p.m. – 5:00 p.m.	Tea

### Day 2

9:30 a.m. – 11:30 a.m.	Managing Work Delegation and Responsibilities
11:30 a.m. – 11:45 a.m.	Tea Break
11:45 a.m. – 1:45 p.m.	Balancing Professional and Personal Life
1:45 p.m. – 2:15 p.m.	Lunch
2:15 p.m. – 4:15 p.m.	Managing Stress and Conflict
4:15 p.m. – 4:45 p.m.	Case Studies – Management Responsibilities
4:45 p.m. – 5:15 p.m.	Ending Ceremony and Presentation of Certificates

## ORGANIZING COMMITTEE

**Workshop Patron**  
**Dr. Ashok Gupta**  
Vice-Chancellor  
The IIS University, Jaipur

**Workshop Organizer**  
**Prof. Raakhi Gupta**  
Rector & Registrar  
The IIS University, Jaipur

### Workshop Co-ordinators

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# THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

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