



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, A.P. (India)

☎ : 0091-40-66533000 (13 Lines), 66534247, Telefax: (Programmes Office) 0091-40-23324365

Fax : 0091-40-23312954, 66534356, email: poffice@asci.org.in, URL: <http://www.asci.org.in>

Prof. G. MOHAN
Programme Director

December 12, 2011

Dear Sir / Madam,

Programme on MANAGEMENT OF IT (March 12-14, 2012)

With Information Technology (IT) at the heart of organizations, Management of Information Technology has become critical to achieve the organizational goals. The IT function plays a pivotal role in bridging the requirements of the business and the world of technology, interpreting trends and working with other functions to deliver novel strategies and solutions. Today, the managers of IT are required to align IT to deliver business as well as technology outcomes and this becomes an enabler of an organization's success.

ASCI's three day programme on Management of Information Technology will provide the knowledge and strategies for integrating process, people and technology to deliver superior IT services to their internal customers.

The enclosed brochure contains details about the programme and highlights its value. We welcome nominations from your organization. Copies of the enclosed nomination form may be used for additional nominations.

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The sponsoring Agency is required to endorse the nominee's medical coverage in the event of hospitalization.

Please do get in touch with us for any further information/clarifications at gmohan@asci.org.in, Phone : 040-66533085.

We thank you and look forward to your response.

With best regards.

Your sincerely,

(G. Mohan)

Encl : Programme Brochure along with Nomination form

Programme on
Management of IT

March 12-14, 2012

Programme Director

Prof. G. MOHAN

Email : gmohan@asci.org.in

Administrative Staff College of India

Every large organization is highly dependent on Information Technology. There are high expectations from the IT departments from their internal customers. The top management demands that IT should focus on business as well as technology outcomes and become an enabler of organization's success.

The challenge facing the managers of IT is how to transform the function into a service provider without losing the focus on technology management.

Worldwide, IT service management based on the IT Infrastructure Library (ITIL), is being adopted by IT departments to transform themselves. ITIL is the comprehensive and respected source of information about IT processes.

Improved processes and superior technology are useless without people. The people component involves skill sets, attitudes and the new roles and responsibilities that the staff must assume to be successful.

In this 3 day programme on Management of Information Technology the participants will be provided knowledge and case studies about how to integrate process, people and technology through a combination of management software and IT services best practices.

PROGRAMME OBJECTIVES

The Programme on Management of Information Technology is designed to:

1. Provide an exposure to the concepts of IT Service Management.

2. Provide knowledge on latest technologies and tools adopted by organizations to manage IT efficiently and in a cost-effective manner.
3. Provide a forum for managers of IT to discuss various problems, issues of managing IT and share their experiences.

PROGRAMME STRUCTURE

The programme is structured around the following themes :

Theme 1 : Management of IT processes

- ▶ ITIL Framework
- ▶ Business Continuity Planning
- ▶ Information Security
- ▶ Business Process Management

Theme 2 : Management of Technology

- ▶ Technology trends including cloud computing
- ▶ IT procurement
- ▶ Building business cases for IT investments
- ▶ Data management and storage
- ▶ Tools and software for managing IT
- ▶ Network management

Theme 3 : Management of IT People

- ▶ Building an IT organization
- ▶ Management of change in large IT implementation
- ▶ Project Management

INSTRUCTIONS AND FACULTY

Instruction will be through lectures, case discussions based on Indian experiences, product demonstrations and group discussions. The faculty of this programme will be drawn from members of the College faculty and invited guest speakers from industry.

WHO CAN PARTICIPATE

The programme will be of value to senior and middle level IT managers who are managing the IT/EDP/MIS functions in their organizations. Large and medium sized organizations from industry, banking, government and scientific institutions will benefit by nominating their managers to this programme.

Organisational sponsorship is essential.

VENUE

The Programme is fully residential and the participants will be accommodated in single air-conditioned rooms. The College does not provide accommodation for the family. Transport between Airport/ Railway Station and Venue will be arranged by the College.

DURATION

The Programme duration is from **Monday, March 12, 2012** to **Wednesday, March 14, 2012**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Rs. 26,500/- (US \$1160 if foreign) plus Service Tax @ 10.30% per participant will be charged to cover tuition, board and lodging, courseware and other facilities of the College including Internet usage. Local participants not availing hostel accommodation will be

given a discount of Rs. 1,000/- per day for the duration of the programme.

A concession of ten percent is given to the second nominee and onwards. A ten percent concession is also given to a woman participant. In either case, the maximum allowable concession is 10%.

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalisation.

LAST DATE FOR NOMINATION

The nomination form duly filled in along with the Demand Draft made out in favour of "**Administrative Staff College of India**" payable at Hyderabad should reach the **Programmes Officer** by **February 27, 2012**.

LAST DATE FOR WITHDRAWAL

March 5, 2012. Any withdrawals after this date will entail forfeiture of fee paid.

ASCI ALUMNI ASSOCIATION

Participants of College Programmes will automatically become members of ASCI Alumni Association.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the Programme.

Programme Director

Prof. G. MOHAN

Email : gmohan@asci.org.in

ASCI Management Development Programmes - 2011-2012

GENERAL MANAGEMENT

GMP for Senior Executives – Session 118	9-Jan-2012	3-Feb-2012
MDP for Women Executives	9-Jan-2012	13-Jan-2012

ECONOMICS

Business Analysis and Forecasting Techniques	2-Feb-2012	4-Feb-2012
Financial Systems Management and Accountability in Govt.	13-Feb-2012	17-Feb-2012

ENVIRONMENT

Pharma & Chemical Sector-Environmental Aspects & Mitigation Planning	23-Jan-2012	25-Jan-2012
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FINANCE

Managing Costs to Enhance Profitability	9-Jan-2012	11-Jan-2012
Financial Valuation	1-Feb-2012	3-Feb-2012

GENDER STUDIES

Gender Budgeting and Planning	23-Jan-2012	25-Jan-2012
Enabling Gender Inclusivity & Leadership for Women Managers	8-Mar-2012	10-Mar-2012

HUMAN RESOURCE MANAGEMENT

Leadership for Managing Change	16-Jan-2012	20-Jan-2012
Communication Skills for Managers	30-Jan-2012	3-Feb-2012
Strategic Human Resource Management	6-Feb-2012	10-Feb-2012
Executive Coaching for Leadership Development	6-Feb-2012	10-Feb-2012
Team Building and Conflict Management	20-Feb-2012	24-Feb-2012
Decision Making for Effective Leadership	5-Mar-2012	9-Mar-2012
Effective Trade Union Management	26-Mar-2012	30-Mar-2012

HEALTH STUDIES

Using Data for Programme Monitoring & Evaluation	2-Feb-2012	4-Feb-2012
Managing Hospitals Effectively	6-Feb-2012	10-Feb-2012
R&R-Policies and Issues	5-Mar-2012	7-Mar-2012

INNOVATION & TECHNOLOGY

Innovation Management	6-Feb-2012	10-Feb-2012
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INFORMATION TECHNOLOGY

IT Enabled Knowledge Management	22-Feb-2012	24-Feb-2012
Management of IT	12-Mar-2012	14-Mar-2012

OPERATIONS

Lean Manufacturing	30-Jan-2012	1-Feb-2012
Procurement Procedures for World Bank Aided Projects	6-Feb-2012	17-Feb-2012
Project & Contract Management	5-Mar-2012	9-Mar-2012

RESETTLEMENT & REHABILITATION

R & R and Environmental Policies & Issues for Developmental Projects	22-Feb-2012	24-Feb-2012
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STRATEGIC MANAGEMENT

Strategic Management	13-Feb-2012	17-Feb-2012
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URBAN GOVERNANCE

Towards Universal Sanitation in Urban Areas	4-Jan-2012	6-Jan-2012
ASCI-WBI MDP on Strengthening Urban Management in India	16-Jan-2012	20-Jan-2012
Public Private Partnership in Urban Infrastructure and Service Delivery	5-Mar-2012	7-Mar-2012



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Nomination Form
Programme on
MANAGEMENT OF IT
(March 12-14, 2012)

Nominee's Personal Information :

Name	: _____	Date of Birth	: _____
Designation	: _____		
Organisation	: _____		
Address	: _____		
Phone(s)	: (Off) : _____	(Mobile) :	_____ Home : _____
e-mail	: _____		Fax : _____
Education	: _____		

Training Programmes Attended : _____

Nominee's Career Profile :

Organisation	Position	Responsibility	No. of Years

Expectations from the programme :

_____ _____

Medical Insurance :

Name of the Insurance Agency	Policy Number	Validity upto

Note : Coverage should be available in Hyderabad, India

Amount Payable :	Mode of Payment (DD/Ch) :
Instrument Number :	Date of Instrument :
Name of the Bank :	

Signature of the Sponsoring Authority :

Name :

Designation :

Date :

NOTE : ▶ Forward nomination form to : **Mrs. P. Mahalaxmi, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Telefax: 0091-040-23324365, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in