

Programme on
**PROJECT AND
CONTRACT MANAGEMENT**
September 24 - 28, 2018



Administrative Staff College of India

OBJECTIVES

The Programme is intended to provide a broad project management perspective to executives in industrial, service and government organisations. The specific objectives of the Programme are :

- a) to acquaint participants with tools and techniques to develop effective and efficient project planning, implementation and monitoring systems for various projects; contract award and implementation; and
- b) to provide a forum for executives from different organisations to discuss various problems, issues and techniques of project and contract management, and share their experiences for implementation of projects and contracts.

WHO SHOULD ATTEND

Senior Executives and Managers responsible for project planning, appraisal, contract, commercial management and project implementation in financial institutions, development authorities, research and development agencies, construction companies, manufacturing industries and service organisations.

Organisational sponsorship is essential

PROGRAMME DESCRIPTION

Project Planning

Network Analysis (CPM/PERT); Identifying critical activities; Resource Budgeting; Scheduling of Project Activities; Resource Allocation and Smoothing; Quality Assurance plans (ISO-9000 standards) in Project Management.

Project Cost Management

Project Cost Estimation, Macro and Micro approaches, Factors affecting cost estimates, Budgeting, Cost Control.

Project Risk Management

Project Risk identification, Qualitative and Quantitative Risk Analysis, Risk Prioritization, Risk Monitoring and Control, Risk Audit.

Project Monitoring and Control

Management by Exception; Management Information Systems; Project coordination; Use of computers for Time-Cost-Risk analysis and control.

Project Organisation

Team Building, Leadership styles for projects.

Advanced Project Management Techniques

Drawbacks of current project management system, possible solutions, Critical Chain Project Management.

Contract Management

Types of Contracts; EPC Contracts, Legal and Commercial Issues in Contract Management; Arbitration and Conciliation.

Computer Applications

An exposure to the use of personal computers and use of project management software packages for all phases of project management.

INSTRUCTION AND FACULTY

Instruction will be through lectures, case discussions based on Indian experiences, computer-based exercises and group discussion. The faculty for this programme will be drawn from members of the College Faculty and invited guest speakers from industry.

LIBRARY AND OTHER FACILITIES

The College campus offers an ideal setting for scholastic pursuits.

The College maintains one of the finest and a highly selective collection of books on management and subscribes to online databases, which provides access to over 3000 journals of interest to the executives. The library provides a very pleasant environment for study. The College also provides fine facilities for recreation and games.

VENUE

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

DURATION

The programme duration is from September 24 - 28, 2018. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Rs. 54,000/- (US \$1100 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential Fee : Rs.46,500/- plus GST as applicable, presently 18% per participant. The fee covers tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the programme fee for three or more participants from the same organisation will be given, provided the payment is made in to our Bank account before September 20, 2018.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg./2018-19/1/43) to income@asci.org.in for confirmation.

Bank details are given below :

For Indian Participants :

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

For Foreign Participants:

Bank Account Number	62090698960
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBBH04
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Rajbhavan Road, Somajiguda, Hyderabad - 500 082.
Nostro Account (Optional)	6550992180

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

Please use the prescribed/attached form. Last date for receiving nominations is September 17, 2018. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

September 18, 2018. Any withdrawals after this date will entail forfeiture of fee paid, if any.

ASCI ALUMNI ASSOCIATION

Participants of the 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. Vilas Shah
e-mail: shah.vilas@asci.org.in

ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2018-19

MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Program for Senior Executives –
Session - July Session 16-Jul-18 10-Aug-18
Advanced Management Program (Study Tour) 30-Jul-18 10-Aug-18
9-Sep-18 23-Sep-18

Program for Young Managers 26-Nov-18 30-Nov-18
MDP for Women Executives 03-Dec-18 07-Dec-18
General Management Program for Senior Executives –
Session – January Session 07-Jan-19 01-Feb-19

BUSINESS COMMUNICATION

Leadership through Self-Discovery 25-Jul-18 27-Jul-18
Individual Excellence for Organizational Effectiveness 26-Nov-18 30-Nov-18
Leadership Skills Development 17-Dec-18 21-Dec-18
Communication Skills for Managers 21-Jan-19 25-Jan-19
Managing Creativity & Innovation 04-Mar-19 06-Mar-19

ECONOMICS

Financial Systems, Management and Accountability in Government 26-Nov-18 30-Nov-18
Assessment and Monitoring of Business Performance 21-May-18 23-May-18
Creating Development Roadmap for India through Sustainable
Development Goals: Vision 2030 05-Sep-18 07-Sep-18

ENERGY

Regulating Electricity Tariffs and Related Issues 17-Sep-18 21-Sep-18
Renewable Energy Regulation 21-Jan-19 23-Jan-19
Smart Grid Technology and its Application in Power Sector 10-Dec-18 12-Dec-18

ENVIRONMENT

SDGs and Climate change: Opportunities and challenges of
adaptation and mitigation 03-Dec-18 05-Dec-18
Climate Change Adaptation and Disaster Risk Reduction 04-Feb-19 06-Feb-19
Sewage Treatment Plants – Design Principles O&M Practices 07-May-18 09-May-18

FINANCE

Finance for Non-Finance Executives 10-Dec-18 12-Dec-18
Infrastructure Financing 19-Nov-18 23-Nov-18
Entreprise Risk Management 04-Feb-19 07-Feb-19
Strategies for Cost Leadership 23-Jan-19 25-Jan-19
Advanced Financial Management 11-Feb-19 13-Feb-19

HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality 28-Nov-18 30-Nov-18

HUMAN RESOURCES DEVELOPMENT

Best Practices and Innovation in Health Care Delivery 14-Nov-18 16-Nov-18
Ensuring Health Care Quality: Risk Management and Innovation 16-Jan-19 18-Jan-19
Educational Leadership for Senior Officials of Universities/
Educational Institutions 06-Jun-18 08-Jun-18
Program on Ethics and Values in Administration 20-Jun-18 22-Jun-18
Program for Enhancing Skills of Young Women Professionals 24-Sep-18 28-Sep-18
Programme on Conflict Management and Negotiation Skills 10-Dec-18 12-Dec-18
Programme on Building and Leading Effective Teams 04-Feb-19 08-Feb-19
Enhancing Managerial Effectiveness 23-Jul-18 25-Jul-18
Personal Effectiveness 17-Sep-18 19-Sep-18
Leading with Emotional Intelligence 22-Oct-18 26-Oct-18
Positive Organizational Behaviour 04-Feb-19 06-Feb-19
Decision Making for Effective Leadership 18-Feb-19 20-Feb-19
Managing Recruitment, Selection and Induction 07-May-18 09-May-18
Team Dynamics: Activity Based Approach 10-Dec-18 14-Dec-18
HR Analytics 11-Jun-18 13-Jun-18
HR Audit and Analytics 03-Sep-18 05-Sep-18
Effective Trade Union 05-Nov-18 09-Nov-18

Leadership Engagement and Development 10-Dec-18 14-Dec-18
Enhancing Interpersonal Effectiveness through Transactional Analysis 18-Feb-19 20-Feb-19
Strategic Human Resource Management with International Study Tour 11-Mar-19 23-Mar-19

INFORMATION TECHNOLOGY

Research Excellence in Organizations 08-Aug-18 10-Aug-18
E-learning and Digital Education 24-Sep-18 26-Sep-18
Strategic R & D Management 10-Dec-18 12-Dec-18
Leveraging Big Data and Analytics 19-Dec-18 21-Dec-18

INFRASTRUCTURE DEVELOPMENT

Housing for All: Attaining the National Agenda 21-Jun-18 23-Jun-18
Urban Infrastructure Project Preparation and Management 27-Sep-18 29-Sep-18
Urban Infrastructure Project Preparation and Management 07-Feb-19 09-Feb-19

LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Corporate Social Responsibility:
Need Identification to Impact Assessment 09-Jul-18 13-Jul-18
Effective Land Acquisition, Resettlement and Rehabilitation 24-Sep-18 28-Sep-18
Index-based Crop Insurance-Concepts, Design and Implementation 17-Dec-18 19-Dec-18

MARKETING

Customer Centric Brand Management 04-Oct-18 06-Oct-18
High Impact Sales Management 10-Dec-18 15-Dec-18
Creating Social Value Through Corporate Social Responsibility 14-Jan-19 16-Jan-19

OPERATIONS

Procurement Procedures for World Bank Aided Projects 16-Jul-18 27-Jul-18
Inventory Management 30-Jul-18 01-Aug-18
Project and Contract Management 24-Sep-18 28-Sep-18
Procurement Procedures for World Bank Aided Projects 19-Nov-18 30-Nov-18
Materials and Supply Chain Management 03-Dec-18 07-Dec-18
Project and Contract Management 07-Jan-19 11-Jan-19
Procurement Procedures for World Bank Aided Projects 11-Feb-19 22-Feb-19

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

SDGs and Good Governance 25-Mar-19 29-Mar-19

POVERTY STUDIES AND RURAL DEVELOPMENT

Capacity Building Program on Rural Industrial Development
and Entrepreneurship 07-Jan-19 11-Jan-19

STRATEGIC MANAGEMENT

Developing Strategic Mindset for Functional Managers 23-Jul-18 27-Jul-18
Creating Progressive Boards 17-Sep-18 19-Sep-18
Driving performance through Transformational Leadership 18-Feb-19 22-Feb-19

URBAN GOVERNANCE

Integrated Solid Waste Management 16-Apr-18 18-Apr-18
Towards Universal Sanitation in Urban Areas 11-Jun-18 13-Jun-18
Public Private Partnership in Urban Infrastructure and Service Delivery 09-Aug-18 11-Aug-18
Change Management for Achieving Continuous Water Supply (24/7)
For All In Urban Areas 29-Nov-18 01-Dec-18
Faecal Sludge Septage Management 21-Jan-19 23-Jan-19
International Certification Programme – Change Management
for Achieving Continuous Water supply for All in Urban Areas -
(India , Jerusalem and Tel Aviv, Israel) 21-Jun-18 23-Jun-18
Creating and Managing Digital Presence 21-Jun-18 23-Jun-18
Water Sanitation and Hygiene in Schools 21-Jun-18 23-Jun-18
Non-Revenue Water and Water Loss Control Management:
Smart Solution for Indian Cities 09-Jul-18 11-Jul-18
Infrastructure Planning and Implementation for Smart Cities 19-Sep-18 21-Sep-18
Towards Zero Waste- Decentralised Solid Waste Management 28-Jun-18 30-Jun-18



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,
Hyderabad - 500 082, India.

Telefax (Programmes Office) : 0091-040-23324365

Phone : 0091-40-66534247, Mobile: 9246203535

Fax : 0091-40-66534356, E-mail: poffice@asci.org.in

Delhi Campus

C-24, Institutional Area

South of IIT, Behind Qutub Hotel

New Delhi - 110 016

Phone Nos: 011 - 26962204, 26961750, 26961850

Website : <http://www.asci.org.in>



ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

Phone : 0091-40-66533000, 66534247(Programmes Office), Fax : 0091-40-66534356

email: poffice@asci.org.in, URL: <http://www.asci.org.in>

Prof. Vilas Shah
Programme Director

April 19, 2018

**Programme on
PROJECT AND CONTRACT MANAGEMENT
(September 24 – 28, 2018)**

Dear Sir/Madam,

In developing countries, a large number of projects are being implemented not only to increase the existing capacities but also to create additional infrastructure and improve the technological capabilities of companies in all sectors of the economy.

The projects once initiated, need to be completed on time, within the budgeted cost, and to a desired level of quality. To achieve this, conscious and deliberate decisions have to be taken to plan, monitor and control the elements of time, cost and quality, through an effective blend of organizational, commercial and systems oriented method. This approach helps to examine a project in its totality and in a holistic manner.

We are conducting a training programme to help practicing executives adapting the approach. The Programme is structured to expose the project executives to the concepts, tools and techniques of project and contract management, with a view to broaden their outlook on projects and thereby sharpen their skills to address the critical parameters of a project. The Programme focuses attention on the sharing of experiences and ideas relating to projects among the participants, with a view to give them a broader perspective on project situations in India and the tact and discipline required in systematically planning and managing projects and contracts.

This Programme would be of immense benefit to organizations involved with various types of projects. A copy of the Programme brochure along with the nomination form is enclosed. It is always beneficial to nominate a team of three executives from the same organization to form a core team for project implementation. Please feel free to use a photo-copy of the nomination form, in case there is need.

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 hospitalisation.

We look forward to your positive reply at an early date.

Yours Sincerely,

Vilas Shah

Encl: Brochure and Nomination Form



ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

Nomination Form
Programme on
PROJECT AND CONTRACT MANAGEMENT
(September 24 – 28, 2018)

Nominee's Contact Information

Name (Mr/Ms) _____	Date of Birth : _____
Designation : _____	Qualification : _____
Organisation : _____	
Address : _____	
Phone(s) : Office: _____	Mobile: _____ Home: _____
e-mail : _____	Fax : _____

Sponsors Details

Name of the Sponsoring Authority: _____	Designation: _____
Organisation : _____	
GSTIN Number: _____	
Address : _____	
	Pincode : _____
Phone(s) : Office: _____	Mobile: _____
e-mail : _____	Fax : _____

Fee particulars

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

Medical Insurance :

Name of the Insurance Agency	Policy Number	Validity upto

Note: Coverage should be available in Hyderabad, India.

Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Srinivas Yadav, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax: 0091-40-66534356, e-mail: poffice@asci.org.in