



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

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Prof. Vilas Shah
Programme Director

May 09, 2017

Programme on
PROJECT AND CONTRACT MANAGEMENT
(September 04 – 08, 2017)

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



asci
Leadership through Learning

Programme on

PROJECT AND CONTRACT MANAGEMENT

September 04–08, 2017



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.

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 nearly 500 periodicals of interest to 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 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 04 - 08, 2017**. 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 \$1840 for foreigners) plus 15% Service Tax per participant will be charged to cover tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Rs.46,500/- plus 15% Service Tax will be charged per Indian participant not availing hostel accommodation to cover tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the Program 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 01, 2017**. Bank details are given below.

For Foreign Participants:

Receiver's	Bank of America, New York (SWIFT: BOFAUS3N)
Correspondent Bank	Via Chips ABA 0959 for Account UID 002473 Via Fedwire 026009593
For Credit of	State Bank of India, Treasury Department Mumbai, India SWIFT BIC – SBHYINBB002Nostro A/c No.6550992180.
Ultimate Beneficiary	Administrative Staff College of India, Account No.62090698960,

State Bank of India,
Bellavista, Raj Bhavan Road Branch,
Hyderabad.

For Indian Participants :

BANK PARTICULARS

Bank Name	State Bank of India
Address line 1	6-3-1092, 1st floor, A Block
Address line 2	Raj Bhavan Road Branch, Bellavista
Address line 3	Hyderabad – 500 082
Beneficiary Account Name	Administrative Staff College of India
Bank Account Number	62090698675
Bank MICR No	500004008
NEFT IFSC Code	SBHY0020063

Organisational sponsorship is essential

Note: Details of Bank / Wire transfer may be sent to fo@asci.org.in for confirmation.

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 sending nominations is **August 21, 2017**. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

August 28, 2017. 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

email: shah.vilas@asci.org.in

ASCI Management Development Programmes for 2017-18

MANAGEMENT DEVELOPMENT PROGRAMMES

Advanced Management Programme: Empowering Proven Leaders to Drive Strategic Renewal for Sustainable Growth - (Study Tour to EU)	07/Aug/2017 10/Sep/2017	18/Aug/2017 24/Sep/2017
Ethics and Values in Administration	21/Aug/2017	23/Aug/2017
Index Based Crop Insurance - Concepts, Design and Implementation	21/Aug/2017	23/Aug/2017
Effective Land Acquisition, Resettlement & Rehabilitation (LARR)	09/Oct/2017	13/Oct/2017
Programme for Young Managers	30/Oct/2017	03/Nov/2017
General Management Programme for Middle Level Executives	30/Oct/2017	09/Nov/2017
MDP for Women Executives	20/Nov/2017	24/Nov/2017
General Management Programme for Senior Executives (SEC) - 130	08/Jan/2018	02/Feb/2018
ASCI-NRCC Joint Certification Course on Improved Management of Land Acquisition, Resettlement & Rehabilitation (LARR)	29/Jan/2018	09/Feb/2018

ECONOMICS

Financial Systems, Management and Accountability in Government - New Delhi	13/Nov/2017	17/Nov/2017
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ENERGY

Regulating Electricity Tariffs and Related Issues	03/Jul/2017	07/Jul/2017
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ENVIRONMENT

Environmental Impact Assessment for Projects	12/Jun/2017	14/Jun/2017
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FINANCE

Project Appraisal and Financing	31/Jul/2017	04/Aug/2017
Credit Appraisal in Banks & Financial Institutions	17/Jul/2017	21/Jul/2017
Credit Monitoring & Follow-up in Banks/Financial Institutions	22/Nov/2017	24/Nov/2017
Finance for Non-Finance Executives	04/Dec/2017	06/Dec/2017
Strategies for Cost Leadership	08/Jan/2018	10/Jan/2018
Treasury and Risk Management in Banks/Financial Institutions	22/Jan/2018	24/Jan/2018
Business Collaborations - Strategic Alliances, Joint Ventures and Acquisitions	29/Jan/2018	31/Jan/2018
Business Risk Management	05/Feb/2018	09/Feb/2018
Advanced Financial Management	12/Feb/2018	14/Feb/2018
Evaluating and Financing Public Private Partnership Projects	26/Feb/2018	2/Mar/2018

HEALTHCARE MANAGEMENT

Certificate Course in Healthcare Quality	10/Jan/2018	12/Jan/2018
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HUMAN DEVELOPMENT

Creating Change Makers: Training Programme for New Age Women Professionals	21/Aug/2017	25/Aug/2017
Risk Management, Quality and Audit in Hospitals	25/Oct/2017	27/Oct/2017
Best Practices and Innovations in Health Care Delivery	15/Nov/2017	17/Nov/2017
Educational Leadership for Senior Level Officials of Universities/Educational Institutions	22/Jan/2018	24/Jan/2018

HUMAN RESOURCE MANAGEMENT

Leadership through Self-Discovery	17/Jul/2017	19/Jul/2017
Enhancing Managerial Effectiveness	24/Jul/2017	26/Jul/2017
Building High Performance in Organizations through Work Life Balance	31/Jul/2017	02/Aug/2017
Leadership Skills Development	31/Jul/2017	04/Aug/2017
HR Audit & Analytics	04/Sep/2017	06/Sep/2017
Personal Effectiveness	11/Sep/2017	13/Sep/2017
Abhivyaakti-Building Personality and Managing Stress using Stories and Theatre	25/Sep/2017	27/Sep/2017
Leading with Emotional Intelligence	23/Oct/2017	27/Oct/2017
Effective Trade Union Management	06/Nov/2017	10/Nov/2017
Improving Work Culture	20/Nov/2017	22/Nov/2017
Good Governance and Sustainability through HR Practices	27/Nov/2017	29/Nov/2017
Individual Excellence for Organizational Effectiveness	27/Nov/2017	01/Dec/2017
Leadership Engagement and Development	04/Dec/2017	08/Dec/2017
Conflict Management and Negotiation Skills	11/Dec/2017	13/Dec/2017
Team Dynamics- Activity Based Approach	11/Dec/2017	15/Dec/2017
Leadership Skills Development	18/Dec/2017	22/Dec/2017
Values Driven Leadership	08/Jan/2018	10/Jan/2018
Effective Learning and Development	08/Jan/2018	12/Jan/2018
Communication Skills for Managers	29/Jan/2018	02/Feb/2018

Building and Leading Effective Teams	05/Feb/2018	09/Feb/2018
Enhancing Interpersonal Effectiveness through Transactional Analysis	05/Feb/2018	07/Feb/2018
Positive Organizational Behaviour	12/Feb/2018	14/Feb/2018
Strategic Human Resource Management with International Study Tour (Singapore and Malaysia)	12/Feb/2018	24/Feb/2018
Decision Making for Effective Leadership	19/Feb/2018	23/Feb/2018
Strategic Human Resource Management	26/Feb/2018	02/Mar/2018
Managing Creativity & Innovation	05/Mar/2018	07/Mar/2018

INFORMATION TECHNOLOGY

e-Procurement	03/Jul/2017	05/Jul/2017
Leveraging Big Data and Analytics	20/Dec/2017	22/Dec/2017
IT Enabled Knowledge Management	29/Jan/2018	31/Jan/2018
e-Learning and Digital Education	26/Mar/2018	28/Mar/2018

INFRASTRUCTURE DEVELOPMENT

Urban Infrastructure Project Preparation and Management	10/Aug/2017	12/Aug/2017
Homes for All: Attaining the National Agenda	23/Nov/2017	25/Nov/2017
Urban Infrastructure Project Preparation and Management	22/Feb/2018	24/Feb/2018

INNOVATION AND TECHNOLOGY

Research Excellence in Organizations	07/Aug/2017	09/Aug/2017
Strategic R & D Management	11/Dec/2017	13/Dec/2017
Managing Strategic Innovation	22/Jan/2018	24/Jan/2018

MARKETING

Customer-Centric Brand Management	04/Sep/2017	06/Sep/2017
Creating Social Value Through Corporate Social Responsibility	11/Dec/2017	13/Dec/2017

OPERATIONS

Procurement Procedures for The World Bank Aided Projects	10/Jul/2017	21/Jul/2017
Inventory Management	24/Jul/2017	26/Jul/2017
Project and Contract Management	04/Sep/2017	08/Sep/2017
Procurement Procedures for The World Bank Aided Projects	06/Nov/2017	17/Nov/2017
Materials and Supply Chain Management	27/Nov/2017	01/Dec/2017
Project and Contract Management	08/Jan/2018	12/Jan/2018
Procurement Procedures for The World Bank Aided Projects	12/Feb/2018	23/Feb/2018

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Translating Entrepreneurship to Enterprise	04/Dec/2017	08/Dec/2017
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STRATEGIC MANAGEMENT

Driving Performance through Strategic Initiatives	24/Jul/2017	26/Jul/2017
Creating Progressive Boards	16/Aug/2017	18/Aug/2017
Strategic Agility under Uncertainty	23/Oct/2017	25/Oct/2017
Driving Performance through Transformational Leadership	19/Feb/2018	23/Feb/2018

URBAN GOVERNANCE

Integrated Solid Waste Management	17/Apr/2017	19/Apr/2017
Faecal Sludge Septage Management	15/May/2017	17/May/2017
Orientation on GIS, Remote Sensing, GPS & Surveying for Managers	25/May/2017	27/May/2017
International Certification Programme - Change Management (Phase - I)	13/Jun/2017	15/Jun/2017
for Achieving Continuous Water Supply for All in Urban Areas - (Phase - II)	16/Jun/2017	22/Jun/2017
Study Tour: (India & Tel Aviv & Jerusalem in Israel) - Creating and Managing Digital Presence	19/Jun/2017	21/Jun/2017
Towards Zero Waste- Decentralised Solid Waste Management	28/Jun/2017	30/Jun/2017
Public Private Partnership in Urban Infrastructure & Service Delivery	21/Aug/2017	23/Aug/2017
Soft Skills for Professionals in Urban Management	28/Aug/2017	30/Aug/2017
GIS for Governance- Decision Support System	04/Sep/2017	06/Sep/2017
International Training Programme on Smart Cities - Study Tour: (India & China)	23/Oct/2017	31/Oct/2017
Towards Universal Sanitation in Urban Areas	11/Dec/2017	13/Dec/2017
GIS for Urban Development	18/Jan/2018	20/Jan/2018
Public Private Partnership in Urban Infrastructure & Service Delivery	07/Feb/2018	09/Feb/2018
Integrated Solid Waste Management	12/Mar/2018	14/Mar/2018

LONG DURATION PROGRAMME

Business Management for Armed Forces Officers	05/Jun/2017	17/Nov/2017
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Hyderabad - 500 082, India.

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Phone : 0091-40-66534247, Fax : 0091-40-66534356

Delhi Campus

C-24, Institutional Area
South of IIT, Behind Qutub Hotel
New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850



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

Nomination Form
Programme on
PROJECT AND CONTRACT MANAGEMENT
(September 04 – 08, 2017)

Nominee's Contact Information :

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

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
Address :	_____

	Pincode : _____
Phone(s) :	(Off) : _____
	(Mobile) : _____
e-mail :	_____
	Fax : _____

Fee Particulars

Amount Payable :	_____	Mode of Payment (DD/Chq/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 of the Sponsoring Authority :

NOTE : Forward nomination form to : **Ms. V. Naga Swapna, 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