



**asci**  
Leadership through Learning

## ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India  
Phone : 0091-40-66533000, 66534247, Fax : 0091-40-66534356,  
email: poffice@asci.org.in, URL: <http://www.asci.org.in>

**Prof. B V N Sachendra**  
Programme Director

October 11, 2018

Programme on  
**PROJECT AND CONTRACT MANAGEMENT**  
(January 07 – 11, 2019)

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 organizations 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 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 a 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,

**B V N Sachendra**

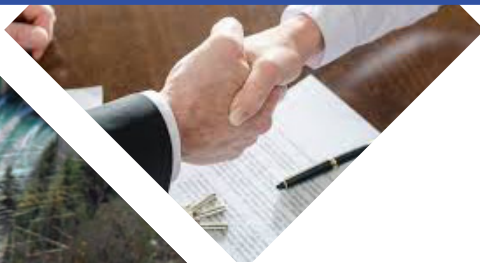
Encl: Brochure and Nomination Form



Programme on

# PROJECT AND CONTRACT MANAGEMENT

January 07–11, 2019



## 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 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 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 **January 07 - 11, 2019**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

## PROGRAMME FEE

**Residential 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 credited into our Bank account before **January 04, 2019**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/18-19/1/68)** to e-mail: [income@asci.org.in](mailto:income@asci.org.in) for confirmation.

## Bank details are given below:

### For Indian Participants :

Bank A/c Numbe	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 A/c 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	6550992180(Optional)

## 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 hospitalization.

## LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nomination form is **January 02, 2019**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**January 04, 2019.**

## ASCI ALUMNI ASSOCIATION

Participants of the College programmes will automatically become members of the ASCI alumni association.

## CERTIFICATE OF PARTICIPATION

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

Programme Director

**Prof. B V N Sachendra**

e-mail: [bvns@asci.org.in](mailto:bvns@asci.org.in)

# ASCI Management Development Programmes for 2018-19

<b>MANAGEMENT DEVELOPMENT PROGRAMMES</b>					
Programme for Young Managers	26-Nov-2018	30-Nov-2018	Decision Making for Effective Leadership	18-Feb-19	20-Feb-19
MDP for Women Executives	03-Dec-2018	07-Dec-2018	Enhancing Interpersonal Effectiveness through Transactional Analysis	18-Feb-19	20-Feb-19
<b>BUSINESS COMMUNICATION</b>					
Individual Excellence for Organizational Effectiveness	26-Nov-18	30-Nov-18	Strategic Human Resource Management with International Study Tour	11-Mar-19	23-Mar-19
Leadership Skills Development	17-Dec-18	21-Dec-18	<b>INFORMATION TECHNOLOGY</b>		
Communication Skills for Managers	21-Jan-19	25-Jan-19	Leveraging Big Data and Analytics	19-Dec-18	21-Dec-18
Managing Creativity & Innovation	04-Mar-19	06-Mar-19	<b>INFRASTRUCTURE DEVELOPMENT</b>		
<b>ECONOMICS</b>					
Financial Systems, Management and Accountability in Government	26-Nov-2018	30-Nov-2018	Urban Infrastructure Project Preparation and Management	07-Feb-19	09-Feb-19
<b>ENERGY</b>					
Smart Grid Technology and its Application in Power Sector	10-Dec-18	12-Dec-18	<b>INNOVATION AND TECHNOLOGY</b>		
Renewable Energy Regulation	21-Jan-19	23-Jan-19	Strategic R & D Management	10-Dec-18	12-Dec-18
<b>ENVIRONMENT</b>					
Regulations & EMP for Common Environmental Infrastructure	12-Nov-18	15-Nov-18	<b>LAND ACQUISITION, RESETTLEMENT AND REHABILITATION</b>		
SDGs and Climate Change: Opportunities and Challenges of Adaptation and Mitigation	03-Dec-18	05-Dec-18	Index-based Crop Insurance-Concepts, Design and Implementation	17-Dec-18	19-Dec-18
Climate Change Adaptation and Disaster Risk Reduction	04-Feb-19	06-Feb-19	<b>MARKETING</b>		
<b>FINANCE</b>					
Infrastructure Financing	19-Nov-18	23-Nov-18	High Impact Sales Management	10-Dec-18	14-Dec-18
Finance for Non-Finance Executives	10-Dec-18	12-Dec-18	Creating Social Value Through Corporate Social Responsibility	21-Jan-19	23-Jan-19
Strategies for Cost Leadership	23-Jan-19	25-Jan-19	<b>OPERATIONS</b>		
Enterprise Risk Management	04-Feb-19	08-Feb-19	Procurement Procedures for The World Bank Aided Projects	19-Nov-18	30-Nov-18
Advanced Financial Management	11-Feb-19	13-Feb-19	Materials and Supply Chain Management	03-Dec-18	07-Dec-18
<b>HUMAN RESOURCE DEVELOPMENT</b>					
Effective Trade Union Management	12-Nov-18	16-Nov-18	Project and Contract Management	07-Jan-19	11-Jan-19
Best Practices and Innovation in Health Care Delivery	14-Nov-18	16-Nov-18	Procurement Procedures for The World Bank Aided Projects	11-Feb-19	22-Feb-19
Improving Work Culture	19-Nov-18	21-Nov-18	<b>PUBLIC POLICY GOVERNANCE AND PERFORMANCE</b>		
Conflict Management and Negotiation Skills	10-Dec-18	12-Dec-18	Sustainable Development Goals and Good Governance	25-Mar-19	29-Mar-19
Leadership Engagement and Development	10-Dec-18	14-Dec-18	<b>POVERTY STUDIES AND RURAL DEVELOPMENT</b>		
Team Dynamics: Activity Based Approach	17-Dec-18	21-Dec-18	Capacity Building Programme on Rural Industrial Development and Entrepreneurship	07-Jan-19	11-Jan-19
Personal Effectiveness	7-Jan-19	9-Jan-19	<b>STRATEGIC MANAGEMENT</b>		
Ensuring Health Care Quality: Risk Management and Innovation	16-Jan-19	18-Jan-19	Driving Performance through Transformational Leadership	18-Feb-19	22-Feb-19
Building and Leading Effective Teams	04-Feb-19	08-Feb-19	<b>URBAN GOVERNANCE</b>		
Positive Organizational Behaviour	04-Feb-19	06-Feb-19	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
			Towards Universal Sanitation in Urban Areas	04-Feb-19	06-Feb-19



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 C-24, Institutional Area  
 South of IIT, Behind Qutub Hotel  
 New Delhi-110 016.  
 Tel: 011-26962204, 26961750, 26961850



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

**Nomination Form**  
**Programme on**  
**PROJECT AND CONTRACT MANAGEMENT**  
**(January 07 – 11, 2019)**

**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 :	_____
GSTIN :	_____
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**

<b>Name of the Insurance Agency</b>	<b>Policy Number</b>	<b>Validity upto</b>
<b>Note : Coverage should be available in Hyderabad, India</b>		

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