



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

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Dr. B. Lakshmi
Programme Director

April 02, 2018

Programme on
Ethics and Values in Administration

(June 20 - 22, 2018)

Dear Participants,

Administrative Staff College of India (ASCI) is pleased to announce the Programme on Ethics and Values in Administration from June 20-22, 2018 at ASCI, Hyderabad.

The process of putting ethical principles into practice by leadership in organizations is a prime requirement at the present time when unethical practices have gained worldwide attention and the role of leadership is being increasingly questioned. There is a growing realization that growth rates, profits and 'numbers' are not the best indicators of successful organizational performance. There is a need for emphasis to be shifted to a more value-based thrust in business organisations. Where does one start in fostering leadership ethics in the business world?

We believe that employees can do enviable things given the opportunity, responsibility and authority and a little bit of inspiration. In fact, many of them have shown great leadership qualities in their chosen fields and have created positive impacts towards their organisations.

As senior functionaries in organisations /governments, one is expected to be role models, and to do what is right, and we do remember that we live longer with our conscience than we will with organisations/ government.

The subject of ethics is very delicate and fragile. Thus what is needed is a radical change in the manner in which governance is carried out which will ensure performance by the employees as well – considered setting new tasks and provision of resources to carry them out.

Please note that the nominees are required 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.

Cordially yours,

Dr. B. Lakshmi

Encl: Brochure and Nomination Form



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Administrative Staff College of India

BACKGROUND

Today we are witnessing far-reaching changes globally in the social and political environment. There is growing awareness in civil society and greater rights-based demands for more open, responsive and accountable governments. The earlier emphasis on 'efficiency' as a criterion for service delivery has been replaced in recent years by 'effectiveness' and more citizen-oriented approaches to service delivery. The framework of efficiency alone is no longer adequate to deal with the pressures and aspirations for change. Systemic corruption along with 'weak governance' has resulted in the misuse of scarce resources, uncertainty of outcomes, failure in achieving objectives and the gradual undermining of institutions.

OBJECTIVES

- ◆ To understand the challenges which are leading to a rethinking of governance and new agendas for governance at the present time. What are the important developments in the current social and political environment?
- ◆ Strengthening the foundations of Ethical Governance. What are the recent implications in civil society (citizens' awareness and demands/aspirations/expectations) for 'Ethics and Values in Governance?' What are the specific areas of governance that need restructuring?
- ◆ Facilitating among the participants the understanding and appreciation of people everywhere, more so in developing countries, are demanding greater access to information, improved service delivery, far more transparency from government and higher degree of people's participation in decision processes.
- ◆ How can Ethical norms and Values be operationalised in the day-to-day practices of governance?
- ◆ Towards a holistic approach to policies and programmes to bring about change involving all levels of government and all participants in society to make ethical governance sustainable, effective and goal-oriented.
- ◆ Providing them with an opportunity to interact with their peers, share inspiring experiences and exchange different views and ideas.

METHODOLOGY WILL BE THROUGH:

- ◆ Interactive lecture sessions by specialists
- ◆ Case studies
- ◆ Reflect upon their vision, the current reality and the gap
- ◆ Tap their own and each others 'inner resources for inspiration & learning
- ◆ Evolve a paradigm of ethical leadership and governance
- ◆ Explore the balance between family life and work life for the wholesome living
- ◆ Group activities / Group discussions based on experience sharing.
- ◆ Panel discussions
- ◆ Reflections on our current challenges
- ◆ Family Groups

KEY TOPICS TO BE COVERED

1. ***An ambiance of informality and human warmth.***
In this ambiance people relate to each other as people, and not in terms of rank.
2. ***Story sharing***
Facilitators and speakers share personal experiences of their own change, their initiatives and the impact of those initiatives on situations in need of change.
3. ***Introduction to Inner Governance and self-mastery***
A few sessions, preferably at the start of the day, focus on the idea that to be effective in bringing change to any situation outside, change must begin within.
4. ***Touching Hearts***
This programme uses messages and short films, which move people at the heart level.
5. ***Practice of silence and inner listening***
This is at the heart of the programme. Participants are introduced to the idea of taking daily times of quiet to listen to their inner voice.
6. ***Caring for one's health.***
Importance of caring for one's health is highlighted.

METHODOLOGY

Learning will be through lectures, case discussions based on experiences, Simulation games and group discussions.

Organisational Sponsorship is essential.

VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single rooms. However, 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 **June 20 - 22, 2018**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Rs. 34,000/- (US\$690 if foreign) 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.28,000/- 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 in to our Bank account before June 19, 2018.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/18-19/1/12) to income@asci.org.in for confirmation.

For Indian Participants :

Bank Account Number 62090698675
Beneficiary Name Administrative Staff College of India
IFS 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
Receiver's Bank of America, New York
Swift Code SBININBBH04
Bank Name State Bank of India,
Branch Address Bellavista Branch, Rajbhavan Road,
Hyderabad – 500 082.
Nostro A/c No. 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 nominations is **June 13, 2018**. Kindly contact Programmes Officer for further details while sending nominations (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

June 14, 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 the ASCI alumni association.

CERTIFICATE OF PARTICIPATION

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

Programme Director

Dr. B. Lakshmi

E-mail: lakshmib@asci.org.in

ASCI Management Development Programmes for 2018-19

MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Programme for Senior Executives – SEC - 131	16-Jul-2018	10-Aug-2018
Advanced Management Programme	30-Jul-2018	10-Aug-2018
Building Competencies for Leading Strategic Change (Study Tour to EU)	09-Sep-2018	23-Sep-2018
Programme for Young Managers	26-Nov-2018	30-Nov-2018
MDP for Women Executives	03-Dec-2018	07-Dec-2018
General Management Programme for Senior Executives – SEC - 132	07-Jan-2019	01-Feb-2019

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

Assessment and Monitoring of Business Performance	04-Jul-18	06-Jul-18
Creating Development Roadmap for India through Sustainable Development Goals: Vision 2030	05-Sep-18	07-Sep-18
Financial Systems, Management and Accountability in Government	26-Nov-2018	30-Nov-2018

ENERGY

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

ENVIRONMENT

Design and Operational Aspects of Sewage and Faecal Waste Treatment Plant-STP & FSTP	07-May-18	09-May-18
Environmental Impact Assessment for Projects	11-Jun-18	13-Jun-18
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

FINANCE

Infrastructure Financing	19-Nov-18	23-Nov-18
Finance for Non-Finance Executives	10-Dec-18	12-Dec-18
Strategies for Cost Leadership	23-Jan-19	25-Jan-19
Enterprise Risk Management	04-Feb-19	08-Feb-19
Advanced Financial Management	11-Feb-19	13-Feb-19

HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality in AYUSH Hospitals	27-Jun-18	29-Jun-18
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HUMAN RESOURCE DEVELOPMENT

Managing Recruitment, Selection and Induction	07-May-18	09-May-18
Educational Leadership for Senior Officials of Universities/Educational Institutions	06-Jun-18	08-Jun-18
HR Analytics	11-Jun-18	13-Jun-18
Ethics and Values in Administration	20-Jun-18	22-Jun-18
Enhancing Managerial Effectiveness	23-Jul-18	25-Jul-18
HR Audit and Analytics	03-Sep-18	05-Sep-18
Personal Effectiveness	17-Sep-18	19-Sep-18
Enhancing Skills of Young Women Professionals	24-Sep-18	28-Sep-18
Leading with Emotional Intelligence	22-Oct-18	26-Oct-18
Effective Trade Union Management	05-Nov-18	09-Nov-18
Best Practices and Innovation in Health Care Delivery	14-Nov-18	16-Nov-18
Improving Work Culture	19-Nov-18	21-Nov-18
Conflict Management and Negotiation Skills	10-Dec-18	12-Dec-18
Leadership Engagement and Development	10-Dec-18	14-Dec-18
Team Dynamics: Activity Based Approach	17-Dec-18	21-Dec-18
Ensuring Health Care Quality: Risk Management and Innovation	16-Jan-19	18-Jan-19
Building and Leading Effective Teams	04-Feb-19	08-Feb-19
Positive Organizational Behaviour	04-Feb-19	06-Feb-19
Decision Making for Effective Leadership	18-Feb-19	20-Feb-19
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
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INFORMATION TECHNOLOGY

e-Procurement	25-Jun-18	27-Jun-18
e-Learning and Digital Education	24-Sep-18	26-Sep-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

INNOVATION AND TECHNOLOGY

Research Excellence in Organizations	08-Aug-18	10-Aug-18
Strategic R & D Management	10-Dec-18	12-Dec-18

LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Land Acquisition: Addressing Implementation Issues in Social Impact Assessment & Recognition of Forest Rights	09-Apr-18	13-Apr-18
ASCI-NRCR Joint Certificate Course on Improved Management of Land Acquisition, Resettlement and Rehabilitation	16-Apr-18	29-Apr-18
High Impact CSR-Need Identification to Impact Evaluation	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	14-Dec-18
Creating Social Value Through Corporate Social Responsibility	21-Jan-19	23-Jan-19

OPERATIONS

Procurement Procedures for The 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 The 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 The World Bank Aided Projects	11-Feb-19	22-Feb-19

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Sustainable Development Goals and Good Governance	25-Mar-19	29-Mar-19
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POVERTY STUDIES AND RURAL DEVELOPMENT

Capacity Building Programme on Rural Industrial Development and Entrepreneurship	07-Jan-19	11-Jan-19
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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 Municipal Waste to Resource Management	03-May-18	05-May-18
International Certification Programme – Change Management for Achieving Continuous Water supply for All in Urban Areas - (India, Jerusalem and Tel Aviv, Israel)	06-Jun-18	07-Jun-18
Creating and Managing Digital Presence	18-Jun-18	20-Jun-18
Water Sanitation and Hygiene in Schools	21-Jun-18	23-Jun-18
Towards Zero Waste- Decentralised Solid Waste Management	28-Jun-18	30-Jun-18
Non-Revenue Water and Water Loss Control Management: Smart Solution for Indian Cities	09-Jul-18	11-Jul-18
Public Private Partnership in Urban Infrastructure and Service Delivery	09-Aug-18	11-Aug-18
Infrastructure Planning and Implementation for Smart Cities	19-Sep-18	21-Sep-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
Towards Universal Sanitation in Urban Areas	04-Feb-19	06-Feb-19



Administrative Staff College of India

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

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

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

Nomination Form

Programme on

Ethics and Values in Administration

(June 20 - 22, 2018)

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

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