



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. Vilas Shah
Programme Director

March 29, 2019

Programme on
PROJECT AND CONTRACT MANAGEMENT
(August 26 – 30, 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 adapt 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 organisations 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,

Vilas Shah

Encl : Brochure & Nomination form



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Programme on

PROJECT AND CONTRACT MANAGEMENT

August 26 – 30, 2019

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 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 **August 26 – 30, 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. 59,500/- (US \$1110 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. 49,500/- 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 **August 23, 2019**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/19-20/1/69)** to **e-mail: poffice@asci.org.in** for confirmation.

Bank details are given below:

For Indian Participants :

Bank A/c 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 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 hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nomination form is **August 19, 2019**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

August 20, 2019. 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

Prof. Vilas Shah

e-mail: shah.vilas@asci.org.in

ASCI Management Development Programmes for 2019-20

MANAGEMENT DEVELOPMENT PROGRAMMES

High Impact Public Relations Strategies and Case Studies Programme for Young Managers	May 13, 2019 Jul 22, 2019 Jul 24, 2019	May 15, 2019 Jul 26, 2019 Jul 26, 2019
Leadership through Self-Discovery	Jul 24, 2019	Jul 26, 2019
Advanced Management Programme: Building Competencies for Leading Strategic Change (Study Tour: EU)	Aug 12, 2019 Sep 08, 2019	Aug 23, 2019 Sep 23, 2019
Competition Policy and Law for Executives and Senior Managers	Aug 19, 2019	Aug 21, 2019
MDP for Women Executives	Sep 09, 2019 Sep 16, 2019	Sep 13, 2019 Sep 18, 2019
Impactful Public Relations through Effective Social Media Engagement	Sep 16, 2019	Sep 20, 2019
Leadership Skills Development	Dec 09, 2019	Dec 11, 2019
Enhancing Brand Image through Effective Media Relations	Feb 24, 2020	Feb 26, 2020

ECONOMICS & FINANCE*

Data Driven Decision Making	Jul 15, 2019	Jul 19, 2019
Financial Systems, Management and Accountability in Government	Sep 23, 2019	Sep 27, 2019
Green Finance for Sustainable Growth	Dec 02, 2019	Dec 06, 2019

ENERGY

Regulating Electricity Tariffs and Related Issues	Sep 16, 2019	Sep 20, 2019
Renewable Energy Regulation	Jan 20, 2020	Jan 22, 2020
Smart Grid Technology and Its Application in Power Sector	Feb 24, 2020	Feb 26, 2020

ENVIRONMENT

Design and Operational Aspects of STP and FSTP	Jun 10, 2019	Jun 12, 2019
SDGs and Climate Change: Opportunities and Challenges of Adaptation and Mitigation	Jul 15, 2019	Jul 17, 2019
Environmental Impact Assessment for Projects	Aug 05, 2019	Aug 07, 2019
Environmental Impact Assessments for Ports and Harbours	Nov 18, 2019	Nov 20, 2019
Climate Change Adaptation and Disaster Risk Reduction	Dec 02, 2019	Dec 04, 2019

HEALTHCARE MANAGEMENT

Certificate Course in Hospital Infection Prevention and Control for Public Health Facilities	Aug 07, 2019	Aug 09, 2019
Certificate Course in Healthcare Quality Management Development Programme on Health Care and Hospital Administration	Nov 06, 2019 Dec 02, 2019	Nov 08, 2019 Dec 04, 2019

HUMAN RESOURCE DEVELOPMENT

Enhancing Managerial Effectiveness	Jun 24, 2019	Jun 26, 2019
Enhancing Performance and Well-being through Leadership	Jul 08, 2019	Jul 10, 2019
Enhancing Leadership Capabilities for Achieving Excellence in Branch Performance in Banks	Aug 05, 2019	Aug 09, 2019
Ethics and Values in Administration	Aug 26, 2019	Aug 28, 2019
Psychology of Influence and Persuasion	Sep 16, 2019	Sep 18, 2019
Enhancing Leadership Capabilities to Manage the Transformation in Banking and Financial Services (Study Tour: Singapore and Hong Kong)	Sep 23, 2019	Oct 02, 2019
HR Audit & Analytics	Oct 14, 2019	Oct 16, 2019
Leading with Emotional Intelligence	Oct 14, 2019	Oct 18, 2019
Enhancing Leadership Capabilities to Manage the Growth in Financial Markets (Study Tour: Singapore and Hong Kong)	Nov 11, 2019	Nov 20, 2019
Improving Work Culture	Nov 18, 2019	Nov 20, 2019
Ensuring Health Care Quality: Risk Management and Innovation	Nov 20, 2019	Nov 22, 2019
Conflict Management and Negotiation Skills	Dec 09, 2019	Dec 11, 2019
Effective Trade Union Management	Dec 16, 2019	Dec 20, 2019
Empowering to Change: Programme for Young Women Professionals	Jan 06, 2020	Jan 08, 2020
Sustainable Development Goals and Gender Budgeting	Jan 20, 2020	Jan 22, 2020
Building and Leading Effective Teams	Feb 03, 2020	Feb 07, 2020
Strategic Human Resource Management (Study Tour: Malaysia & Singapore)	Feb 03, 2020 Feb 08, 2020	Feb 07, 2020 Feb 14, 2020
Happiness and Well-being	Feb 03, 2020	Feb 05, 2020
Decision Making for Effective Leadership	Feb 24, 2020	Feb 28, 2020

INFORMATION TECHNOLOGY

Credit Risk Analytics using R	Jul 24, 2019	Jul 26, 2019
e-Procurement	Jul 24, 2019	Jul 26, 2019
Leveraging Big Data and Analytics	Aug 19, 2019	Aug 23, 2019
Leveraging Artificial Intelligence and Machine Learning for Business Outcomes	Nov 18, 2019	Nov 20, 2019
Credit Risk Analytics using Python	Feb 03, 2020	Feb 05, 2020

INNOVATION AND TECHNOLOGY

Research Excellence in Organisations	Aug 05, 2019	Aug 07, 2019
Managing Strategic Innovation	Nov 25, 2019	Nov 27, 2019
Strategic R&D Management	Dec 09, 2019	Dec 11, 2019

LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Land Acquisition: Addressing Implementation Issues in Social Impact Assessment & Recognition of Forest Rights	Apr 01, 2019	Apr 05, 2019
ASCI-NRCR Joint Certification Course on Improved Management of Land Acquisition, Resettlement and Rehabilitation (LARR)	Apr 15, 2019	Apr 28, 2019
High Impact CSR - Need Assessment to Impact Evaluation	Jul 15, 2019	Jul 19, 2019
Effective Land Acquisition, Resettlement & Rehabilitation (LARR)	Oct 14, 2019	Oct 18, 2019
Index Based Crop Insurance - Concepts, Design and Implementation	Jan 20, 2020	Jan 22, 2020
ASCI-NRCR International Training Course on Improved Management of LARR	Feb 10, 2020	Feb 25, 2020

MANAGERIAL COMMUNICATION

Individual Excellence for Organisational Effectiveness	Nov 25, 2019	Nov 29, 2019
Communication Skills for Managers	Jan 27, 2020	Jan 31, 2020
Managing Creativity & Innovation	Mar 11, 2020	Mar 13, 2020

MARKETING

Customer-Centric Brand Management	Oct 03, 2019	Oct 05, 2019
High Impact Sales Management	Dec 09, 2019	Dec 13, 2019
Creating Social Value through Corporate Social Responsibility	Jan 20, 2020	Jan 22, 2020

OPERATIONS

Procurement Procedures for The World Bank Aided Projects	Jul 15, 2019	Jul 26, 2019
Inventory Management	Jul 29, 2019	Jul 31, 2019
Project and Contract Management	Aug 26, 2019	Aug 30, 2019
Procurement Procedures for The World Bank Aided Projects	Nov 11, 2019	Nov 22, 2019
Materials and Supply Chain Management	Dec 02, 2019	Dec 06, 2019
Project and Contract Management	Jan 06, 2020	Jan 10, 2020
Procurement Procedures for The World Bank Aided Projects	Feb 10, 2020	Feb 21, 2020

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Achieving the Sustainable Development Goals – The Way Ahead	Aug 19, 2019	Aug 23, 2019
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POVERTY STUDIES AND RURAL DEVELOPMENT

Dynamics of Lending Agriculture and Allied Businesses for Bankers	Nov 18, 2019	Nov 22, 2019
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STRATEGIC MANAGEMENT

Developing Strategic Mindset for Functional Managers	Jul 22, 2019	Jul 26, 2019
Creating Progressive Boards	Sep 16, 2019	Sep 18, 2019
Driving Performance through Transformational Leadership	Feb 17, 2020	Feb 21, 2020

URBAN GOVERNANCE

Integrated Municipal Solid Waste Management	Apr 22, 2019	Apr 24, 2019
Zero Waste – Decentralised Solid Waste Management	Jun 24, 2019	Jun 26, 2019
Public Private Partnership in Urban Infrastructure and Service Delivery	Aug 26, 2019	Aug 28, 2019
International Certification Programme on Change Management for Achieving Continuous Water Supply for All in Urban Areas (Study Tour : Jerusalem & Tel Aviv)	Nov 21, 2019 Nov 23, 2019	Nov 22, 2019 Nov 30, 2019
Faecal Sludge Septage Management (FSM)	Jan 22, 2020	Jan 22, 2020
Achieving Universal Urban Sanitation	Mar 02, 2020	Mar 04, 2020



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Hyderabad - 500 082, India.

Phone : 0091-40-66533000, 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

(August 26 – 30, 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

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