



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India
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Prof. B V N Sachendra
Programme Director

October 06, 2025

Programme on
PROJECT AND CONTRACT MANAGEMENT
(January 05-09, 2026)

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 organisations 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 organisational, 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 an aim to give them a broader perspective on project situations in developing countries like 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 organisation so that they 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 contact Mr. G. Sreenivasa Reddy, Programmes officer at **(+91) 9246203535** or **poffice@asci.org.in** in case you need more information. You can reach me at **(+91) 9963174706** or **bvns@asci.org.in**

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The Sponsoring Agency is required to endorse the nominees' 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 05-09, 2026)



PROGRAMME OVERVIEW

Project Management is all about knowing exactly the purpose and goals of the project, planning for methodology to achieve the goals, the resources required, how long it will take to achieve the goals, the risks involved in executing the work, and measures to manage the risks.

As customers are becoming more affluent day by day, organisations – whether Government Departments or Public Sector Units or Private Sector Enterprises, irrespective of their size and nature of operations, are being compelled to work in project mode. The need for cross-functional coordination; human aspects of project success; intricacies of project formulation, planning, effective implementation and evaluation have become the key success areas of project management expertise.

In addition, managing contracts is also becoming increasingly challenging. Contract failures are not only resulting in financial losses but are also resulting in cascading adverse effects on performance because of disruption of work; counterproductive activities like arbitration and litigation; loss of goodwill; and so on. As a result, working in project mode and managing contracts for supply of goods and services has become a predominant activity. Thus, it has become imperative for executives at various levels to acquire the knowledge and skills of Project and Contract management.

IMPACT

This programme will aim towards meeting the current needs of a manager/executive/officer working in project mode; both from the organisational and individual perspective. The specific objectives of the programme will be to:

- ◆ Acquaint participants with tools and techniques to develop effective and efficient project planning, implementation and monitoring systems for various projects;
- ◆ Enhance the understanding and appreciation of various (operational and legal) aspects of contract management
- ◆ Provide a forum for executives from different organisations to discuss various problems, project and contract management issues, and learn from each other

COURSE CONTENT

Day 1: The programme begins with a discussion on the professional methodology of formal project management, dwells into an overview of contract management and administration. The participants will be organized into heterogeneous groups and will be introduced to an Action Learning Project in which they will identify a real-time project and consider application of the learnings of the programme to improve the same.

Day 2: The second day of the programme will deliberate on the techniques to plan, monitor, and control the project schedules. It will also expose participants to the software tools that can be used for effective project scheduling, and provides them a demonstration of the tool, and hands-on practice also.

Day 3: The third day of the programme will enable participants to sharpen their knowledge on various risks that a project may face and the methods to mitigate/manage project risks. It will also discuss the significance and methods of managing project costs and monitoring project finances.

Day 4: The fourth day of the programme will contemplate on methodologies for monitoring contractor performance, issues in handling claims and variations in contracts. There will be deliberations on Legal Aspects of Contract Management and Alternative Dispute Resolution Mechanisms.

Day 5: The fifth day of the programme will focus the discussions on matters pertaining to project completion and closure, drawing lessons from project failures. The programme will also focus on Karmayogi Competencies and the way forward for organizations. Participants will be encouraged to make presentations on the Action Learning Project that they have prepared during the duration of the programme.

FACULTY & METHODOLOGY

The training programme will be led by **Prof. BVN Sachendra**, Professor & Director, who has about three decades of rich teaching and training experience and has trained thousands of officers on themes like Procurement, Contract Management, Supply Chain Management. The team will also include eminent civil servants and practitioners in addition to the College faculty. The pedagogy will adapt an interactive approach comprising class room sessions, case studies, and experience sharing.

PARTICIPANT PROFILE

Executives, Engineers, Officers and Managers responsible for project planning, appraisal, contract administration, commercial management and project implementation in Government Departments, Public Sector Enterprises, Manufacturing Industries, Financial Institutions, Development Authorities, Research and Development Agencies, Construction Companies, and Service Organisations are ideal candidates to attend the programme.

Organisational sponsorship is essential

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. The college is Wi-Fi enabled in a comprehensive way.

DURATION

The programme duration is 5 days starting from **January 05-09, 2026**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Residential Fee: Rs. 69,500/- (US \$ 1086 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.59,500/- 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 02, 2026**.

Note: Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/25-26/1/147)** e-mail: to **poffice@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	62090698675
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBB327
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Rajbhavan Road, Somajiguda, Hyderabad - 500 082.
Country	India

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalization.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **December 29, 2025**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

January 02, 2026. 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 B V N Sachendra
Email: bvns@asci.org.in

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.



ABOUT ASCI

ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,76,500. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2025-26.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



Administrative Staff College of India

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

Telefax (Programmes Office) : 0091-40-23324365

Mobile: 9246203535, Phone : 0091-40-66534247

Fax : 0091-40-66534356

College Park Campus

Road No. 3, Banjara Hills,
Hyderabad - 500 034.

Tel: 040-66720700 / 01 /02 /05

Fax : 040-66720725

Delhi Campus

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

Tel: 011-26962204, 26961750, 26961850

Nomination Form

Programme on

PROJECT AND CONTRACT MANAGEMENT

(January 05-09, 2026)

Nominee's Contact Information :

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

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN No. :	_____
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. Sreenivasa Reddy, 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