



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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Prof. B.V.N. Sachendra
Programme Director

July 08, 2025

Dear Sir/Madam,

Programme on
Legal Aspects of Contract Management and Administration
(October 06-08, 2025)

Contract Management and Administration is unequivocally central and pivotal for every organisation. Contracts, being legally binding, influence an organisation's stakeholder relationships, pricing structures, scope of work, rights and obligations, project timelines, warranty provisions, etc. Given how critical contracts are, effective Contract Management and Administration can dramatically improve the performance of the organisation's operational and financial risks.

According to an estimate, 20% to 30% of GDP of developing countries is used for procurement of goods, works and services. Despite all the efforts being put in to optimise the effectiveness of procurement processes, conflicts and disagreements are still occurring. In order to avoid the disputes and misunderstandings, it is imperative that procurement, contract and project professionals have thorough understanding of Legal Aspects of Contract Management and Administration.

Administrative Staff College of India undertakes extensive training, consultancy and research in the field of Legal Aspects of Contract Management and Alternative Dispute Resolution methodologies. The College has done a lot of research on the subject.

I am glad to inform you that the College is running its next three-day training programme on **Legal Aspects of Contract Management and Administration** from **October 06-08, 2025**. The College is conducting the programme in its picturesque Hyderabad campus.

We request you to attend and nominate your executives involved in the related functions for the programme. Please do not hesitate to get in touch with me if you need any clarifications or additional information. You can contact Mr. G Sreenivas Reddy, Programmes Officer for more information. He can be reached at poffice@asci.org.in or on **(+91)9246203535**. I can be reached at **(+91)9963174706** or bvns@asci.org.in

We are enclosing the Brochure and the Nomination Form. Please use copies of the nomination form to nominate multiple officials from your organisation. Kindly ensure that the nomination forms reach us by **September 29, 2025**.

Looking forward to the pleasure of hearing from you.

Yours Sincerely,

B.V.N. Sachendra

Encl: Brochure and Nomination Form

Programme on

LEGAL ASPECTS OF CONTRACT MANAGEMENT AND ADMINISTRATION

(Oct 06-08, 2025)



Administrative Staff College of India
(accredited as उत्कृष्ट by Capacity Building Commission, GoI)

Programme Overview

Contracts are fundamental to business relationships, shaping strategies and defining interactions. Research indicates that in many developing countries, approximately 55% of contractual parties experience dissatisfaction, often leading to legal disputes despite significant investments in contract negotiations.

Such contract failures result in missed savings, financial penalties, prolonged litigation, and strained relationships, ultimately diminishing stakeholder benefits and value for money. Beyond financial losses, these failures disrupt operations, necessitate counterproductive litigation, and harm reputations and goodwill.

Given these challenges, effective contract management for the supply of goods, works, and services has become critical for middle and senior-level managers. Professionals need to enhance their understanding of legal issues in contract administration, anticipate potential challenges, refine contract management skills, and adopt best practices from the business world.

This training programme aims to strengthen the capabilities of participating departments and organisations by equipping officers, managers, and executives with the necessary legal insights and skills to manage contracts efficiently.

Objectives

- ◆ Enhance Efficiency by equipping professionals with the knowledge and confidence to manage risks and complexities in contract administration.
- ◆ Maximize Value by fostering informed and proactive decision-making in contract management.
- ◆ Improve Service Quality by ensuring superior service delivery and higher stakeholder satisfaction.

Content

Day 1: Fundamentals of Contract Management

- ▶ Understanding the importance of strong relationships with supply chain partners.
- ▶ Differentiating between agreements and contracts.
- ▶ Key principles of contract management and administration.
- ▶ Overview of critical provisions in the Indian Contract Act.

Day 2: Legal Framework and Dispute Resolution

- ▶ Company Law in the context of Public Sector Enterprises.
- ▶ Challenges of civil litigation in contract management.
- ▶ Importance of alternative dispute resolution (ADR) mechanisms.
- ▶ Overview of ADR methods: Arbitration, Mediation, and Conciliation.

Day 3: Practical Insights and Skill Building

- ▶ Simulation exercise on Arbitration for hands-on experience.
- ▶ Case study-driven discussions to extract lessons from contract failures.
- ▶ Peer learning and experience-sharing platform.

This comprehensive programme ensures a well-rounded understanding of the legal aspects of contract management, adding significant value to participating organisations.

Methodology

The training will employ an interactive and experiential approach, combining:

- ▶ Classroom lectures
- ▶ Case study analysis
- ▶ Simulation exercises
- ▶ Peer discussions and experience sharing

Faculty Profile

The programme will be led by **Prof. BVN Sachendra**, Professor and Dean of Training Programmes, with about twenty-eight years of experience that includes industry and academia. He has trained thousands of procurement, contract, and supply chain management officers. The faculty team will also include distinguished civil servants, industry practitioners, and subject matter experts from the institute.

Participant Profile

This programme is designed for executives, officers, engineers, and managers in middle and senior positions within government, manufacturing, and service organisations involved in contract management. It will be particularly beneficial for professionals responsible for project execution, procurement, commercial transactions, and legal compliance, including project managers, contract managers, purchase managers, commercial managers, materials managers, industrial engineers, financial and cost accountants, and legal officers. By addressing key challenges in contract

administration, the programme equips participants with essential skills to manage complex contractual obligations effectively.

This training aligns with the Karmayogi competency in Litigation Management, ensuring participants develop skills relevant to modern contract administration challenges.

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 3 days starting from **October 06-08, 2025**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

Programme Fee

Residential Fee: Rs. 43,700/- (US \$683 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. 37,700/- 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 October 03, 2025.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/25-26/1/ 90)** 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 hospitalisation.

Last Date for Nomination

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

Last Date for Withdrawal

September 30, 2025. 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

e-mail : bvns@asci.org.in
(+91) 9963174706

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.

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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

Legal Aspects of Contract Management and Administration

(October 06-08, 2025)

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