



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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Prof. B.V.N. Sachendra
Programme Director

April 24, 2024

Dear Sir/Madam,

Programme on
PROJECT AND CONTRACT MANAGEMENT
(January 06-10, 2025)

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 06-10, 2025)



Administrative Staff College of India

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. Projects, when managed scientifically, will help the managers achieve all the organizational goals by meeting customers' expectations within the time and budgetary limits.

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, recent developments in business environment have resulted in significant changes in contractual relations and challenges in sustaining the relations. Today, organisations have a wider choice in deciding on their contracting partners and contract management methodologies. Contract failures not only result in financial losses but also have 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.

OBJECTIVES

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;
- ▶ Enable participants to take well informed decisions under situations of uncertainty;
- ▶ 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 others' experience.

PROGRAMME DESCRIPTION

Professional Project Management: Professional approach for good Project Management (PM); various tools that are available for effective PM functions, Skills required for successful project management.

Project Planning: Network Analysis (CPM/PERT); Identifying critical activities; Resource Budgeting; Scheduling of Project Activities; Resource Allocation and Smoothing in Project Management.

Project Risk Management: Project Risk identification, Qualitative and Quantitative Risk Analysis, Risk Prioritization, Risk Monitoring and Control, Risk Audit.

Advanced Project Management Techniques: Drawbacks of current project management system, possible solutions, Critical Chain Project Management.

Contract Management: Essentials of a valid contract, Proposal, Acceptance, Agreement. Types of contracts, selecting a particular type of contract, principles and objectives / purpose

Engineering Procurement and Construction (EPC) Contract Management: Concepts, Key Features, Essentials of EPC Contract, Benefits and Drawbacks, Issues in Fixing PLD and DLD, Interface Issues in Handing Over, Extension of Time issues.

Dealing with Delays, Disruption and Force Majeure Events, Risk and Remedies in Contracts: Reasons for Delays and grounds to seek Extension of Time under Contract, Justification for slow progress or loss of productivity due to Events beyond the control of both the parties, Force Majeure events including Covid Pandemic and remedies available within the Contract.

Managing Contract Modifications / Variations: Extension of Currency of Agreement, Introduction of Additional Items in the Contract, Fixation of Rate in Negotiations and enter Sub Agreement, Deletion or Modification or Change of Clauses in Agreement, Variation of Quantities, Fixation of Rate in Negotiations and Entering Subsidiary Agreements.

Legal Aspects of Contract Management and Administration: Law of Contracts, Salient features, Tendering and Contract Management, Case studies pertaining to Legal Matters in Contract Management and Administration.

Alternative Dispute Resolution Methods to the Civil Court System: Arbitration Agreements, Clauses, Arbitration Proceedings, Power of Courts in Arbitration, International Commercial Arbitrations, Mediation, Conciliations & Informal Settlement of Disputes

Leveraging on Experiences to Avoid Project Failures: A case-let based discussion (from real time examples of renowned organizations – Indian as well as International) on how to effectively learn effectively from project experiences to avoid future failures

Computer Applications: An exposure to the use of personal computers and use of project management software package for all phases of project management.

WHO SHOULD ATTEND

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

INSTRUCTION AND FACULTY

Instruction will be through lectures, case discussions based on experiences, computer-based exercises and group discussion. The resource persons for this programme will be drawn from members of the College Faculty and eminent practitioners 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. The college is Wi-Fi enabled in a comprehensive way.

DURATION

The programme duration is from **January 06-10, 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. 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, courseware (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 made into our Bank account before January 03, 2025.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24-25/1/116)** e-mail: tpoffice@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 nominee's medical coverage in the event of hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. The last date for receiving the nomination form is **December 23, 2024**. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

December 30, 2024. Any withdrawals after this date will entail forfeiture of the fee paid, if any.

ASCI ALUMNI ASSOCIATION

Participants of 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

(+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 1,69,000. 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 2024-25.

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

www.asci.org.in



ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, (India)

Nomination Form
Programme on
PROJECT AND CONTRACT MANAGEMENT
(January 06-10, 2025)

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 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