



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

June 12, 2024

Dear Sir/Madam,

Programme on
PROJECT AND CONTRACT MANAGEMENT
(November 18-22, 2024)

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 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 **vilas.shah@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,

Vilas Shah

Encl: Brochure and Nomination Form

Programme on

PROJECT AND CONTRACT MANAGEMENT

November 18-22, 2024



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

INTRODUCTION

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.

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;
- ▶ 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.

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 from **November 18-22, 2024**. 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 \$1270 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 November 15, 2024.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24-25/1/167)** 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 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 **November 04, 2024**. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

November 11, 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. Vilas Shah

e-mail: shah.vilas@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 1,69,000. 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.

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



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

Nomination Form
Programme on
PROJECT AND CONTRACT MANAGEMENT

(November 18-22, 2024)

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