



Programme on  
**Enhancing for Managerial Effectiveness**  
(October 07 - 11, 2024)



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

## **PROGRAMME OVERVIEW**

Many factors contribute towards organisational effectiveness. On the one hand, are the strategies formulated for the organisation keeping in mind the changing nature of the business environment, while on the other hand are the day-to-day tasks which need to be performed for the smooth functioning of the organisation. Most organisations may excel when it comes to the former. However, if the people in the organisation fail to perform what is required of them, then even the best strategies would fail. In other words, it is necessary for organisations to equip people with the necessary managerial skills, which will help them perform their roles effectively and thereby contribute towards organisational effectiveness.

## **OBJECTIVE**

The program's overall objective is to equip the professionals by providing participants with knowledge and skills on various topics of managerial effectiveness that deliver tangible, measurable results. The topics include team building, conflict management, interpersonal effectiveness, stress management, emotional intelligence, leadership, motivating self and others, innovation and technology trends, etc.

The potential benefits of the program include

- Psychometric assessment-based evaluation
- Certified-practitioner based insights
- Real-time strategies to improve employee managerial effectiveness

## **PARTICIPANT PROFILE**

Senior and middle-level executives (managers/administrators) of public and private sector organisations, Government departments and service organisations.

*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 **October 07-11,2024**. 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 \$1086 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form), and other college facilities,, 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 college facilities, 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 to our bank account before **October 04, 2024**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (**Prg/24 - 25/1/86**) to [poffice@asci.org.in](mailto: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, Raj Bhavan 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. The last date for receiving nominations is **September 23, 2024**. Kindly contact the Programmes Officer for further details (contact details are given at the end of the nomination form).

**LAST DATE FOR WITHDRAWAL**

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

## **ASCI ALUMNI ASSOCIATION**

Participants in the college programmes will automatically become members of the ASCI alumni association.

## **CERTIFICATE OF PARTICIPATION**

The college issues a Certificate of Participation at the conclusion of the programme.

### **Programme Directors**

**Sri Hareesh Meppat/ Dr.Bharath Shashanka katkam**

**Email: hareesh@asci.org.in /bharath@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**

ASCI, Road No.3, Banjara Hills,  
Hyderabad-500 034, Telangana, India  
+91-40-66720700/01/02/05  
+91-40-66720725

### **Delhi Campus**

ASCI, C-24, Institutional Area, South of IIT  
Behind Qutub Hotel, New Delhi-110016.  
+91-11-26962204, 26961750, 26961850  
+91-11-26866097



**asci**  
Leadership through Learning

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

### Nomination Form

Programme on  
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#### Nominee's Contact Information

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

#### Sponsors Details

Name of the Sponsoring Authority:	:	_____	Designation:	_____
Organisation	:	_____		
GSTIN Number:	:	_____		
Address	:	_____		
	:	_____ Pincode: _____		
Phone(s)	:	Office: _____	Mobile: _____	
e-mail	:	_____	Fax:	_____

#### Fee particulars

Amount Payable	:	_____	Mode of Payment (DD/Ch/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**