



National Council for Training & Social Research

(Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi)
(Registered Office)

Plot No 152, G/F Triveni Apartment, Jhilmil Colony, New Delhi-110095

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Website: www.nctsr.com

Ref. No. : 369/LET/2015

New Delhi, Date 26th October, 2015

To,

By Registered Speed Post/AD
Most Urgent Remainder

The Chief Secretary
Govt of Orissa
Bhubaneswar-751001

GA Deptt



Subject:- Technical Workshop Call For Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR), Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

S No.	Topic	Date & Venue	Course Fee (Per Participant) Rs. (INR)		
			Non Residential	Residential Twine Sharing	Residential Single Sharing
1.	"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System" in Govt. departments, autonomous bodies	Date 16th to 18th December, 2015(3 days) Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa	23,600/-	33,600/-	43,600/-
2.	"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" in Govt. departments, autonomous bodies"	Date 29 th To 31st January, 2016 (3 days) Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)	23,600/-	33,600/-	43,600/-
3.	- "Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vith Pay Commission Report & Grant of Financial Up gradation Under MACP"	Date 26th To 28th February, 2016 (3 days) Venue:- Kashmir International Club Conference (SKICC) Srinagar (J&K)	23,600/-	33,600/-	43,600/-
4.	" Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"	Date 17th To 19th March, 2016 (3 days) Venue:- VICEROY Hotel Gandhi Road Darjeeling, West Bengal, India	23,600/-	33,600/-	43,600/-

We invite your kind attention to the coverage of the program. We assure you that the program will be very useful for officers and staff in the Headquarter Office, Regional Offices and other subordinate offices of State & Central Government, State & Central Autonomous Bodies and PSU's which follow the State & Central Government rules and help promote up gradation of technical standards in the context of human resource development.

We crave indulgence on your valuable time by requesting you kindly to peruse the below details relating to the workshop cited as subject. We would also welcome invitation from your side for In- House Training programme at your premises.

Note:- You requested to send all Communication letters/Payments Demand Draft/Cheque through by Registered Post/Speed Post/E Mail/Fax only.

Thank you and assuring you of our best service as per our tradition.

With best Regards.

Yours faithfully,

For National Council For Training & Social Research



Deepak Gupta, (Addl. Director)

"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System"

Date:- 16th To 18th December, 2015, Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa

Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmallo Beach Resort, Panaji, Goa, Check In :- 15th December, 2015 (Afternoon) & Check Out :-18th December, 2015 (Forenoon)

THE NEED

RTI is an important weapon in the hands of our citizens, empowering them to seek any accessible information from a public Authority, and making the Govt. and its functionaries more accountable and responsible.

A lot of publicity has been given to the RTI Act through Print and Electronic media to make the people aware of the scope and extent of this new right and all the more procedure for obtaining information.

Awareness of this new enactment is necessary not-only for the ordinary citizen but also the functionaries of Public Authority. Who should familiarize themselves with the procedure for dealing with complaints from the information seekers records to be maintained the information exempt from disclosures, role of central and state information commission etc.

Keeping the above aspect in view i.e. (i) spreading the public awareness of the RTI and equipping the subordinates of Public Authority with the knowledge of procedure and requirements of RTI Act, this programme has been designed for the benefits of the participants.

PROGRAMME COVERAGE

- Records Management, Right to information Act Constitutional provisions objectives etc., Right to information extent & coverage
- Exemptions from disclosures., Procedure for obtaining information, information related to Third Party, Public Authorities under the Act, functions and responsibilities. Role of Public Information office first Appellate Authority.
- Constitution of Central/State information commission-selection and terms & conditions of appointment or removal of its member.
- Role of Central Information Commission, Appeals, Complaints, Practical Problems in implementation., Case Studies/ Court Cases. Offence & Penalties.

"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" in Govt. departments, autonomous bodies"

Date:- 29th To 31st January, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar) Check In :- 29th January, 2016 & Check Out:- 31st January, 2016.

THE NEED

Concepts of reservation is a hot topic being debated these days in governmental circles, courts, media and industrial circles in context of economic and social changes emerging these days. Participants have to understand & appreciate need of reservation because the society is still caste ridden and need the governmental support to come in the main stream. Further a section of our society lack physical ability to earn their livelihood independently and need support. These issues are discussed in the context of orders issued by the govt. from time to time. The course will definitely benefits the officer connected with the execution of reservation scheme.

OBJECTIVE

To enable the participants to have an insight into the Reservation, Prepare and operate Reservation Rosters. The inbuilt scheme of Seniority of SC/ST/OBC, Procedure to fill up the backlog vacancies.

PROGRAMME COVERAGE

Objectives and historical background and constitutional provisions for Reservation of posts in services., Criteria for determining-SC, ST and OBC., Relaxations and Concessions to Reserved Category of persons in appointment., Scope and quantum of Reservations in direct appointment, Scope and quantum of Reservations in promotion. Horizontal reservation for Ex- Serviceman, Physically Handicapped Persons, Sportsmen and Compassionate appointments, Preparation of Post-Based Roster, Seniority of persons selected on own's merit list and against reserved posts, Preparation of Combined Seniority where requirement is based against reserved posts, How to deal with cases of reservation where the cadre strength is (i) one post and (ii) less than, De-reservation procedure, Carry forward of de-reserved posts and filling up of backlog vacancies, Practical exercise on reservation, A latest development in the area of the reservation, Role of Liaison officer, Schedule Caste Commission and Schedule Tribes Commission., Maintenance of Reservation Procedure.

The focus of this program is on case studies Practical Exercises in preparation of the Roster. Considerable time would be allotted for this part of the training. Administrative aspects will receive only passing mention. In this respect, this program is unique in design.

Note:- Centre encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

LEVEL OF PARTICIPANTS

Liaison Officer, Officers/Official dealing with reservation aspects., Dealing Assistants dealing with recruitment, promotion and reservation policy., Union Bearers of all associations/unions to get the policy implement properly in their organization.

"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up gradation Under MACP"

Date:- 26th February, 2016 To 28th February, 2016, Venue:- Kashmir International Club Conference (SKICC) Srinagar (J&K)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Kashmir International Club Conference (SKICC) Srinagar (J&K) Check In :- 25th February, 2016 (Afternoon) & Check Out :- 28th February, 2016 (Forenoon)

THE NEED

The employees governed under the old pension scheme are often heard complaining that they are not made conversant with their entitlements under the scheme and their obligations under the rules & regulation to avoid delay in receipts of Pensionary benefits. Even on receipt of Pensionary benefits, they are unsure & unaware how & where to invest the money so that they may have a regular return & lead a peaceful & comfortable life.

The employees governed by the new pension scheme are too unsure how the scheme will be operationalized and what advantages will accrue what they quit/ retire from service.

In order to help the employees a training programmes, has been designed so as to equip them with the knowledge so that they can on their own ascertain the correctness of dues paid to them. This training programme is also useful from the stand point of Administrative authorities who can send the dealing executives to acquire the knowledge of expeditious processing/ settlement of pension cases.

The faculty engaged for this training programme, is experienced and carries a high reputation of delivering lecturer in govt. offices & offices of govt. instrumentalities.

The training is intensive, and practical oriented. The participants are encouraged to bring their problem & difficulties faced in day to day work so that solutions can be found out within ambit of rules & orders on the subject.

PROGRAMME COVERAGE

CCS (Pension) Rules, Processing of Pension Cases, Exercises on Pension & Gratuity, CCS (Extraordinary Pension) Rules, Liberalized Pensionary Awards, Other Retirement Benefits: Gratuity, Leave Encashment, Deposit Linked Insurance Scheme, CGEGIS, TA on Retirement, MACPS, New Pension Schemes, Defined Contributions Operation Of Schemes, Contribution During Leave, Ex-ordinary Leave, Suspension, Dies-non Duration Of Schemes, Exit Of Schemes, Benefits under pension scheme incase of death/ disablement of persons governed by PS., Retirement Planning., Calculation Of Leave Salary & Pension Contribution, Entitlement on Permanent Transfers to Commutation of Pension under the old table and new table

"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"

Date:- 17th March To, 19th March, 2016 Opting for residential accommodation are requested to go directly and stay in A/C rooms at V I C E R O Y Hotel Gandhi Road Darjeeling, West Bengal, India Check In :- 17th March, 2016 & Check Out:- 19th March, 2016.

THE NEED

Scandals in Govt purchases are highlighted in the headlines of newspapers more often than one would expect. Scandals are mainly because of circumvention of the rules and regulations laid down for purchase. Avarice and caprice come into play when unscrupulous suppliers are able to hoodwink Purchase Officers especially those who are bereft of In depth knowledge of the rules and regulations on the subject. Therefore, the need is to impart proper training to Purchase Officers and their superiors in each and every organization. OUR FACULTY We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich purchase experience since they are mostly retired Joint Secretaries of the Govt of India.

OUR REGULAR FACULTY Shri M.C.Panda : Addl. Dir. Gen. D.G.S&D, Shri Ravi Gupta: Addl. Dir. Gen. D.G.S&D, Shri K.K. Ghosh: Jt. Secretary, Min of Home Affairs, Shri Mk.K. Bhatnagar: Dy. Dir. Gen.D.G.S&D, Shri A.K. Srivastav : Dy. Dir.Gen.D.G.S&D[Retd.] , Shri Surjit Lal: Dy. Dir.Gen.D.G.S&D[Retd.], Shri Harbans Lal: Dy. Dir.Gen.D.G.S&D[Retd.], Shri A.N. Kapur :Director [Trg.].

Guest Faculty is invited from premier Purchase Departments of the Govt of India.

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

PROGRAMME COVERAGE

- Need & Scope of Contract Management, Execution and Monitoring of the Contract., CVC Guidelines, Public Procurement in India – An Overview, Historical background., Fundamental Principles of Public Buying., Transparency, Fairness., Efficiency, Economy and Accountability.
- General Financial Rules, Objectives., Modification of the rules – Procedure. Financial Propriety, Modes of Procurement, Local Purchase, Bid system.
- Procurement Planning, Items to be procured, Quantity to be procured, Broad Specifications, Mode of Procurement. Eligibility criteria for goods, Eligibility and qualification of bidders. Delivery Schedule
- Procedure for bidding, Procedure for settlement of disputes. Criteria for-
 - a) Determining responsiveness of bids., Evaluating the bids on common platform.
 - b) Awarding contract to the responsive lowest bidder.
- Preparation of Bid Documents
 - Instructions to bidder, Conditions of Contract, Schedule of Requirement., Specifications and allied Technical Details., Price Schedule for quoting prices., Contract Form, Making Bidding document self contained and comprehensive without ambiguity.
- Tender Enquiry- Opening & Evaluation of Tenders
 - Bid Publicity. Sale of Bid Documents, Submission of Bids., Bid opening. Bid Evaluation. Spot Comparative Statement
 - Ranking Statement, Rejection of Bids
- Award of Contract Technical specifications of items/packing., Contract conditions, General., Special conditions of contract.
- Contract Management:- Constitutional provisions., General principles of contract., Standard Forms., Contract Document –Financial limits., Cost Plus Contract, Price Variation Clause., Payment of Duties and taxes, Foreign exchange fluctuations, etc., Lump sum contracts., Liquidated damages., Warranty clause. Acceptance/Rejection of goods., Amendments of contracts., Resolving disputes, Monitoring of contracts., Bank guarantee or other instruments.
- Quality Assurance, Pre-dispatch inspection.
- E-Procurement, Final Inspection, Consumer's right of rejection, Preliminary examination of goods on receipt.
- Disposal of Goods, Identification of stores for disposal, Modes of disposal

OUR FACULTY

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich in experience since they are mostly retired Joint Secretaries level of the Govt of India.

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures interpercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a Demand Draft of the required amount drawn in favor of "National Council for Training & Social Research" payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills. Cheques of Outstation Units will not be accepted. Substitution of nominees can be permitted.

Non-Residential-Please send the payment in advance on before commencement of the Program

Residential-Accommodation would be available if confirmed Payment in advance before Commencement of the Program.

Payment may please be made through Bank Draft in favor of "National Council for Training & Social Research" payable at New Delhi.

TEA/COFFEE BREAK

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH

01:00 PM to 02:00 PM

ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a three days Technical Workshop will be conducted from 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate.

Transport:-The candidates have to make their own arrangements.

Certification

The participants will be awarded certificates on completion of the course without any absenteeism on 3rdday at the end of the course.

FURTHER INFORMATION

It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: Or You can call the Central Line +91-9911295435 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed to:-

Sh. Deepak Gupta, (Addl. Director)

Malika Sethi, Prog Co-ordinator

Note: - In house Training Program are also organized by us. In-house training programs at the premises of sponsoring organizations—Subjects can be selected by the sponsors.



National Council for Training & Social Research

(Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi)
(Registered Office)

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Website: www.nctsr.com

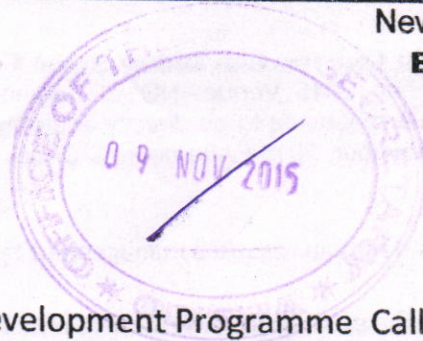
Ref. No. : 366/LET/2015

To,

New Delhi, Date 26th October, 2015

**By Registered Speed Post/AD
Most Urgent Remainder**

The Chief Secretary
Govt. of Orissa
Bhubaneswar-751001



Subject:- Executive Development Programme Call For Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR), **Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi**, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

S No.	Topics	Date & Venue	Course Fee (Per Participant) INR Rs.		
			Non Residenti al	Residential Twine Sharing	Residential Single Sharing
1.	HR Management in Construction Industry and Communication Skills..	Date 16th to 18th December 2015 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa	23,600/-	33,600/-	43,600/-
2.	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"	Date 29th To 31st January, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)	23,600/-	33,600/-	43,600/-
3.	The Zen Mind Management.	Date 26th To 28th February, 2016 Venue:- Kashmir International Club Conference (SKICC) Srinagar (J&K)	23,600/-	33,600/-	43,600/-
4.	Emerging Trends in Construction Management.	Date 24th To 26th March, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)	23,600/-	33,600/-	43,600/-
5.	Project Management for Engineers	Date 17th To 19th March, 2016 Venue:- VICEROY Hotel Gandhi Road Darjeeling, West Bengal, India	23,600/-	33,600/-	43,600/-

The response has been tremendous from various Govt. departments including PWD, Housing, Rural, Urban Development DEPARTMENT, Development Authority, Boards & Corporations etc. I am approaching you through this letter with a request to disseminate the list of these program to all the departments of your State so that they can avail advantage of the same. These program shall help the State planners to identify the areas of weakness in system and boost the economy and employment of the State.

I am sure you will like to nominate the Engineers, Architects, Administrators for this program.

For more details visit our website www.nctsr.com and Contact at Mobile No 09911295435 Email:- infonctsr@gmail.com, officenctsr@gmail.com, edc1977@gmail.com

Note:- You requested to send all Communication letters/Payments Demand Draft/Cheque through by Registered Post/Speed Post/E Mail/Fax only.

We would also welcome invitation from your side for In- House Training programme at your premises.

Thank you and assuring you of our best service as per our tradition,

With best regards.

Yours Truly,

For National Council for Training & Social Research

Amit Gupta

Amit Gupta
(Executive Director)

HR Management in Construction Industry and Communication Skills

Date:- 16th To 18th December, 2015, Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa

Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmallo Beach Resort, Panaji, Goa, Check In :- 15th December, 2015 (Afternoon) & Check Out :- 18th December, 2015 (Forenoon)

Objectives

The programme aims to

- Expose managers to the expected human resource management techniques used specifically in the construction industry
- Tips to develop skills of utilizing the existing human resource efficiently
- Building stable and effective relationships
- Importance of communicating with a rapport and effectively
- Instill the concept of group dynamics and identifying the helping and hindering roles
- Diagnose the existing HRM abilities by conducting individual and group exercises

Contents

- Skills of a manager, Changing readiness through behavior modification, Attitude and Motivation, Understanding self through JOHARI window, Target setting and implementing, One minute management, Effective follow-up, Making decisions that stick, Helping and hindering group roles, To help achieve peak performance, Communication skills-verbal and non-verbal, Organizational communication
- Stress and anger management, Time management, Understanding the human needs and wants-perception, Problem solving modes and ability, Leadership techniques

Who Should Attend ? Administrators /Chief Engineers SE/EE , Project Managers of Construction Industry

"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts"

Date:- 29th To 31st January, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar) Check In :- 29th January, 2016 & Check Out:- 31st January, 2016.

The topics tentatively planned to cover are:

1. Dispute Settlement Mechanism in Construction Contracts
2. The Law relating to Arbitration –Domestic and international
3. Relevance of Law of Contract in Dispute Resolution
4. Emerging Trends in Judicial Approach to Domestic and International Arbitration
5. Party Autonomy and Avoidance of Delays in Arbitration
6. Qualification and Professional Ethics required of an Arbitrator
7. Enforcement of Awards.

The Zen mind is Zero Engine Noise creating a situation of emptiness within.

Date:- 26th February, 2016 To 28th February, 2016

Venue:- Kashmir International Club Conference (SKICC) Srinagar (J&K)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Kashmir International Club Conference (SKICC) Srinagar (J&K)

Check In :- 25th February, 2016 (Afternoon) & Check Out :- 28th February, 2016 (Forenoon)

The mind is the most important part of the body. To understand mind and to control it takes a lot of energy and time. But once you control the mind, there is a inner balance which can help to create an outer balance. this program can really take you by surprise and can motivate you to excel further.

We are sure that this programme will benefit your executives, engineers and officers and you will extend your support to make our attempt purposeful and successful.

The participants will be issued course material during the courses.

Emerging Trends in Construction Management

Date:- 24th To 26th March, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar) Check In :- 24th March, 2016 & Check Out:- 27th March, 2016.

Objectives

In the new millennium, with the fast emerging new knowledge and the rapidly changing technology, the construction management processes are also undergoing changes.

With the strong impetus given by the government in various sectors India is witnessing a surge of growth in the Construction Industry. New techniques and new construction materials are improving construction products.

Insurance of Risks in Construction is catching up fast. India now has grading agency for construction entities and a bank for buying and lending construction equipment.

There is now an international standard that lays down guidelines for quality in Project Management. The IT applications have simplified process for managing of projects, designing of structures, estimation of costs and communication of information.

This Course focuses on familiarizing participants with these developments.

Content

Indian Construction Scenario. Emerging trends and IT applications in Project Management.

Joint Ventures & International competitive Bidding Grading of Construction Entities.

Insurance of Risks in Construction Business. Role and Functioning of Construction Equipment Bank,

Emerging Contract Practices. Intelligent Buildings

The participants will be issued course material during the courses.

Who should attend ?

Chief Engineers/Superintendent Engineers/Executive Engineers/SDO's to update and learn new skills to successfully accomplish project objectives.

Clients / Contractor's Project Manager, Project Team and other senior staff who want to update their skills.

Project Management for Engineers

Date:- 17th March To, 19th March, 2016 Opting for residential accommodation are requested to go directly and stay in

A/C rooms at V I C E R O Y Hotel Gandhi Road Darjeeling, West Bengal, India Check In :- 17th March, 2016 &

Check Out:- 19th March, 2016.

Introduction

As is well known, most projects are very complex, have numerous inter-dependent and inter-related activities, involve heavy investments, require high level of technology and need effective management of voluminous resources. They cross geographical boundaries, corporate channels, traditional systems and cultural diversities. Modern projects have inherent difficulties, uncertainties and risks. They interact technically, economically and socially with the environment. The fast changing environments of the present era impose numerous financial, legal, ethical, environments, and logistic constraints. Project management involves use of technical and management skills to achieve the project objectives, within the specified time, budgeted cost and predefined quality specifications, by leading the project participants, efficiently, effectively and ethically. While our engineers possess technical expertise, they often lack project management skills.

Objective

The main Objectives of the Course are to discuss advanced project management tools so as to orient engineers with the knowledge and skills needed to manage such projects, covering aspects like formulation of a project and management of its scope, organization, time, resources, costs, quality, procurement, risks, information system and interpersonal skills.

Contents

Introduction-Project Planning, Implementation & Control, Formulation and Appraisal, Time Management, Resource Management, Cost Planning and Control, Quality, Safety and Environment, Procurement and Contract management Risk Management, Online Computerized Monitoring System (OCMS), MS Project, Managing Project Information system, Financial Management, Organization, Team building and Interpersonal skills

Case Studies The participants will be issued course material during the course.

OUR FACULTY

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METHODOLOGY

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Cheques of Outstation Units will not be accepted.

Substitution of nominees can be permitted.

Opting for residential accommodation are requested to go directly and stay in A/C rooms the participants regarding their stay and is absolutely optional. Participants are free to stay at any other place of their choice and convenience.

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Note: Or You can call the Central Line +91-9911295435 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed to:-

Sh. Deepak Gupta
(Addl. Director) E mail: edc1977@gmail.com

Malika Sethi
Prog Co-ordinator

Note:- In house Training Program are also organized by us. In-house training programs at the premises of sponsoring organizations – Subjects can be selected by the sponsors.