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**Centre for
Organization
Development**
EXECUTIVE EDUCATION AND RESEARCH
SINCE 1980

Prof. Umeshwar Pandey
Director

June 12, 2015

Dear Sir/Madam:

Programme on
**Integrated Scientific Project Management
for Women Scientists/Technologists**

(August 31 to September 04, 2015)

I am glad to inform you that the Department of Science and Technology (DST), Government of India has authorized the Centre for Organization Development (COD) to conduct a residential **Programme on Integrated Scientific Project Management for Women Scientists/Technologists** from August 31 to September 04, 2015 at our campus in Hyderabad.

The Programme is fully sponsored and funded by DST, Gov. The sponsoring organisations and participants NEED NOT pay any fee or expenses for tuition, board & lodging either to COD or DST. However, the sponsoring organisations need to bear only travel expenses to & fro Hyderabad of their nominees.

The participants will be provided with single AC room accommodation, all meals and transport between airport/ railway station and our Campus in Hyderabad, free of cost.

We have been conducting a series of programmes on Integrated Scientific Project Management and on Project Management for the Scientists/ Technologists of DST and DRDO.

A copy of the Programme brochure along with the Nomination form is enclosed for your kind perusal.

DST advised us to accept only 25 nominations for the programme. In view of this, we would be grateful if you could kindly nominate a couple of Women Scientists/Technologists to the above programme at your earliest convenience.

The last date for receipt of nominations is **August 21, 2015**. Since we expect this programme to attract a large number of nominations, we suggest you to send in your nominations well before the last date. Facsimile of nomination form can be used.

We look forward to receiving one or two nominations from your esteemed organization.

Yours faithfully,

U PANDEY

Encl : Brochure and Nomination Form

Centre for Organization Development
PO Cyberabad, Madhapur, Hyderabad - 500081.
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Programme on

Integrated Scientific Project Management for Women Scientists/Technologists

(August 31 to September 04, 2015)

Sponsored by

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF SCIENCE & TECHNOLOGY
TECHNOLOGY BHAWAN, NEW MEHRAULI ROAD, NEW DELHI - 110 016
TEL No. 011-26524941, 011-26590340, FAX : 011-26864570, 011-26590340

NOMINATION FORM

BIODATA

NAME Prof./Dr./Mr./Ms.																		
DESIGNATION :																		
ORGANISATION :																		
DATE OF ENTRY IN GOVT. SERVICE (AS GROUP 'A')																		
CATEGORY (GENERAL / SC / ST / OBC)																		
DATE OF BIRTH									SEX(M/F)									
PRESENT PAY									GRADE PAY :									

OVERVIEW

Integrated Scientific Project Management will continue to be a theme drawing attention from professionals of all disciplines. Managing and delivering the committed outcome on time at the budgeted cost has always been a challenge. There is always an added challenge in all scientific and research projects, for they have an element of unpredictability or not many references of past records on the same work. However, time has proven that there have been several excellent scientific projects that achieved success with meticulous planning and execution. The knowledge and experience around this project management have been fairly documented and are available for those interested. The Programme on Integrated Scientific Project Management for Women Scientists/Technologists attempts to highlight the concepts and unravel certain experiential dimensions for successful execution.

OBJECTIVES

The objectives of the programme are:

- To acquaint participants with conceptual inputs on Effective Scientific Project Management
- To provide exposure to participants to Tools and Techniques on Integrated Project Management

CONTENTS

- Integrated Scientific Project Management: An Overview
- Project Life Cycle
- Selection of Research Project (Procedure)
- Economic & Social Analysis of the Project
- Effective Use and Application of Project Outcome
- Introduction to Process of Project Management
- Aspects of Scientific and Research Projects
- Project Requirement Gathering/Specifications
- Harnessing Creativity and Building Innovation in Projects
- Project Estimation
- Project Scope and Time Management
- Quality Planning
- Planning Schedule and Resources
- Risk Planning and Response Strategies
- Building and Leading Competent Project Teams
- Execution Monitoring and Control of Projects
- Reporting Progress and Project Communication
- Project Completion and Documentation
- Exercise on Issues in Scientific Project Management
- Project Scheduling

METHODOLOGY

- Classroom Lectures, Group Discussions and Group Work
- Short Videos
- Case-led Discussions and Presentation

WHO SHOULD ATTEND

Minimum 5 years of experience in Government; Academicians/Professors from Colleges should have PhD/M.Tech degree and are involved in R&D activities; Maximum years; Periodicity of training programmes: Once in a block of 2 years (starting from nominations have to be from the Government sector).

DURATION

Monday, August 31 to Friday, September 04, 2015. The Programme starts at 09:00 AM on August 31 and concludes on September 04, 2015 at 1715 hours. The participants are to arrive in Hyderabad a day before commencement and may leave after the conclusion of the Programme or in the morning of the following day.

VENUE

The Programme will be held at the Centre for Organization Development (COD), Hyderabad. It is fully residential and the participants will be accommodated in single air-conditioned rooms at its Campus. The Centre arranges transport for participants between Air Station and the Campus.

SPONSORSHIP

The Programme is fully sponsored and funded by DST, Govt. of India. The sponsoring organization and participants NEED NOT pay any fee or expenses for board & lodging. If sponsoring organisations need to bear only travel expenses to & from Hyderabad.

LAST DATE FOR RECEIVING NOMINATIONS

August 21, 2015

CERTIFICATE OF PARTICIPATION

The Centre issues a Certificate of Participation on conclusion of the Programme.

COD ALUMNI ASSOCIATION

Participants of Programme will become members of COD Alumni Association.

PROGRAMME DIRECTOR

Dr. A.K. Rao worked as the Director, Executive Education, at Indian School of Business (ISB), Hyderabad. Before joining ISB, he was with HCL Technologies heading the training function. He worked with Satyam Computer Services Limited as Principal Consultant at their Learning Center. He has been in the learning domain for the past 13 years with institutions such as ASCI, HCL, TMT, Pune. He is a Mechanical Engineering graduate with postgraduate qualification in Engineering and Management from Asian Institute of Technology, Bangkok. He is a PwC Fellow. His areas of interest lie in organizational learning, digital divide and technology.

EXPERIENCE/POSTINGS (IN GROUP 'A') (FROM THE LEVEL OF SCIENTIST - 'B' ONWARDS)

SL. No.	NAME OF THE ORGANISATION	DESIGNATION	FROM	TO	DUTY PERFORMED

TRAINING ATTENDED

SL. No.	YEAR	NAME OF THE TRAINING PROGRAMME	NAME OF THE INSTITUTE	DURATION

RESEARCH EXPERIENCE

SL. No.	YEAR	TOPIC OF RESEARCH	SPONSORING AGENCY	GIST OF RESEARCH

Contd..3

PAPER PUBLISHED / PATENT FILED / OBTAINED

SL. No.	YEAR	TOPIC OF PAPER / BOOK	GIST OF PAPER	NAME OF JOURNAL/ MAGAZINE/PUBLISHER

Briefly give details of significant contribution made by you in the field of Science & Technology during your Service career (200 words).

Date :

(Signature of the Candidate)

(SIGNATURE OF THE NOMINATING AUTHORITY)
(Name & Designation with Seal)